



# **Boiling Springs Town Council**

Regular Meeting Agenda  
October 04, 2022



## Town of Boiling Springs

PO Box 1014 | Boiling Springs, NC 28017  
Phone 704-434-2357 | Fax 704-434-2358  
www.BoilingSpringsNC.net

## TOWN COUNCIL

MEETING AGENDA

October 04, 2022

### ROUTINE BUSINESS

1. **Call to Order**
2. **Adoption of Agenda**
3. **Public Comment**

*The Town Council desires all citizens have an opportunity to address the Council in an open and productive manner. Individuals not on the agenda but wishing to speak should register with the Clerk prior to the start of the meeting. During the Public Comment portion of the meeting speakers have three (3) minutes unless otherwise approved by the Council. Groups are urged to appoint a spokesperson. If you require additional time, we ask that you be placed on the agenda for the next regularly scheduled meeting of the Council. This policy allows the Council members adequate time to familiarize themselves with an issue.*

4. **Gardner-Webb University Update**
5. **Cleveland County Chamber of Commerce Update**

Christine Cribb Executive Director of the Cleveland County Chamber will give a presentation

### CONSENT AGENDA

*Items in this section are considered to be routine and can be approved with one motion. If a Councilmember wishes to discuss an item, it will be moved and added as the first item under New Business. A summary of the items is included at the beginning of this section.*

1. **Summary**
2. **Adoption of Minutes**
3. **Review Land Use Plan RFP**  
Request for proposals from firms to update our future land use plan
4. **Selection of Firm for AIA Grants**
5. **Animals on Public Streets Ordinance Revision**

### OLD BUSINESS

1. **Consider MAPS Group Pay and Classification Study**

Ms. Cheryl Brown will present the results of the study



## Town of Boiling Springs

PO Box 1014 | Boiling Springs, NC 28017  
Phone 704-434-2357 | Fax 704-434-2358  
www.BoilingSpringsNC.net

## TOWN COUNCIL

MEETING AGENDA  
October 04, 2022

### NEW BUSINESS

1. Town Commons Waterline Project Bid

### PUBLIC HEARINGS

1. **Downtown Overlay District**  
Review overlay district and consider for adoption
2. **Floodplain Ordinance Update**  
Additional revision from NCDEM to our ordinance

### DISCUSSION

1. **Retail Buildings in front of Town Hall**
2. **Public Works Surplus Vehicle**
3. **Discuss Pet Waste Stations**
4. **Discuss Cleveland Cup**
5. **Revert to Landlord Policy**

### REPORTS

1. Mayor, Council, & Manager Reports

### ADJOURN



THE TOWN OF  
**BOILING SPRINGS**  
 ONE TOWN • ONE UNIVERSITY • ONE COMMUNITY

## CONSENT AGENDA

**Requested Action:** Motion to approve the consent agenda

## SUMMARY

- **Minutes from the September 6, 2022, meeting**
- **Land Use Plan RFP**
  - This will be sent out to a number of firms. Our goal is to find a company that will update our future land use plan that is 13 years old (a more detailed cover page is included with this item)
- **Selection of Firm for AIA Grants**
  - We received the two AIA (asset inventory assessment) grants from NCDEQ (one for water, one for wastewater). Staff sent out an RFQ to several firms. Those that responded were reviewed by staff and Councilmembers. The recommendation was to proceed with McGill Associates, PA for both. Approval of this will allow staff to move forward with the firm to refine the scope and finalize a contract.
    - *This scope needs to be sent to the state no later than October 31<sup>st</sup>*
- **Animals on Streets**
  - Last month staff presented possible revisions to Chapter 52 of the code of ordinances for animals on streets. The underlying ordinance is the same language that was presented last month. This revision continues the prohibition of allowing animals on private property, sidewalks, and animal deposits.

## MATERIALS PROVIDED

- **Materials provided for each item**

**Town of Boiling Springs  
Council  
Regular Meeting Minutes  
September 06, 2022**

**ROUTINE BUSINESS**

**Call to Order**

PRESENT

Mayor Daniel Thomas

Mayor Pro-Tem Patrick Litton  
Councilmember Caleb Edwards  
Councilmember Marty Thomas

ABSENT

Councilmember Tommy Greene  
Councilmember Tonya Gantt

Staff Present

Town Manager Justin Longino

Town Clerk Noah Saldo

Public Works Director Mike Gibert

Chief of Police Nathan Phillips

Wastewater Treatment Plant Supervisor Todd Humphries

Lead for NC Fellow Greyson Sonntag

Mayor Thomas Called the Meeting to order at 6:30PM

**Adoption of Agenda**

Approve the agenda as presented

Motion made by Councilmember Thomas, Seconded by Councilmember Edwards.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

### **Public Comment**

*The Town Council desires all citizens have an opportunity to address the Council in an open and productive manner. Individuals not on the agenda but wishing to speak should register with the Clerk prior to the start of the meeting. During the Public Comment portion of the meeting speakers have three (3) minutes unless otherwise approved by the Council. Groups are urged to appoint a spokesperson. If you require additional time, we ask that you be placed on the agenda for the next regularly scheduled meeting of the Council. This policy allows the Council members adequate time to familiarize themselves with an issue.*

Thom Bates asked about the pavement condition report and paving on Wichita Drive

### **Adoption of 8-2-2022 Council Minutes**

Approve the Minutes as presented

Motion made by Councilmember Edwards, Seconded by Mayor Pro-Tem Litton.

Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

### **Gardner-Webb University Update**

Nate Evans Vice President of External Affairs/Advancement will give an update on Gardner-Webb University

Nate Evans Vice President of External Affairs/Advancement gave an update on Gardner-Webb University and upcoming events. He also asked about the status of roosters and the timeline.

### **REGULAR BUSINESS**

#### **MAPS Group - Pay Study Presentation**

Cheryl Brown, Vice President of the Maps Group, will present the salary study

Cheryl Brown presented Her findings on the pay and class study.

Motion to table for further consideration and bring back at the October meeting

Motion made by Councilmember Edwards, Seconded by Councilmember Thomas.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

### **Rezoning Request**

3984 Barclay Rd from B-1 to B-2

Mayor Thomas opened the public hearing at 6:58pm

Mr. Longino present on the proposed rezoning

Mayor Thomas Closed the public hearing at 7:01pm

Motion to approve the rezoning request at 3984 Barclay Rd from B-1 to B-2, although the request is not consistent with the land use plan it is consistent with the parcel and surrounding area.

Motion made by Councilmember Edwards, Seconded by Councilmember Thomas.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

### **School Resource Officer Contract Revision**

Requested updates from CCBOE

Approve Contract as Presented

Motion made by Councilmember Edwards, Seconded by Mayor Pro-Tem Litton.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

### **Resolution Amending Speed Limit**

Moves the 25mph speed limit zone on N. Main St further north

Approve Ordinance #220906.01



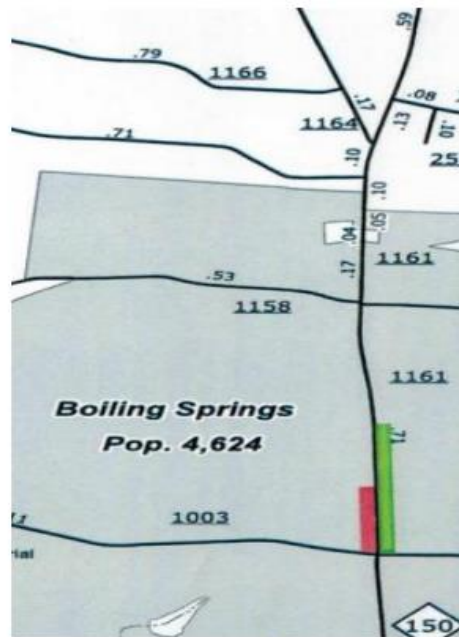
**THE TOWN OF BOILING SPRINGS, NC  
TOWN COUNCIL ORDINANCE #220906.01**

**WHEREAS**, Boiling Springs requests the NC Department of Transportation to move the speed limit sign on N. Main St. and;

**WHEREAS**, moving the speed limit sign will allow drivers to reduce their speed before entering downtown and;

**WHEREAS**, increasing the 25-mph zone will make the area and our downtown safer for pedestrians and pedestrian crossings at the nearby crosswalk;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Boiling Springs that the 25-mph speed limit sign on SR-1161 be relocated to a point 0.326 miles north of NC-150 as shown in the below map in green.



Motion made by Councilmember Thomas, Seconded by Councilmember Edwards.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton



## Updates to Floodplain Ordinance

Suggested updates from NCDPS - Emergency Mgmt

Mayor Thomas opened the Public Hearing at 7:05pm

Mr. Longino presented on the request

Mayor Thomas closed the Public Hearing at 7:07pm

Approve Ordinance # 220906.02 as presented



Item 5.

### THE TOWN OF BOILING SPRINGS, NC TOWN COUNCIL ORDINANCE #220906.02

**WHEREAS**, the Town of Boiling Springs recently had a Community Assistance Visit from the North Carolina Department of Public Safety – Emergency Management division and;

**WHEREAS**, suggestions to changes were made by the National Flood Insurance Program Community Development Planner for the Western Branch and;

**WHEREAS**, these changes will bring our ordinance enforcement more efficient;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Boiling Springs that Article 14, Flood Damage Prevention, of the Unified Development Ordinance, be and is hereby amended as follows:

*Insert the following before 14.1:*

#### STATUTORY AUTHORIZATION.

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

*Appendix A.3 shall be relocated to Article 14.10 and titled Definitions.*

**Adopted this 6<sup>th</sup> day of September 2022.**

X

\_\_\_\_\_  
Daniel Thomas  
Mayor

Attest:

X

\_\_\_\_\_  
Noah Saldo  
Town Clerk

Motion made by Councilmember Edwards, Seconded by Councilmember Thomas.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

**Bid for the Demolition and Removal at 1425 Patrick Ave**

Approve bid from Cloninger Inc. and budget amendment #BA220906 as presented

**TOWN OF BOILING SPRINGS  
BUDGET ORDINANCE AMENDMENT #BA220906**

**WHEREAS**, the Town Council of the Town of Boiling Springs adopted a budget ordinance on June 7, 2022 which established revenues and authorized expenditures for fiscal year 2022-2023; and

**WHEREAS**, since the time of the adoption of said ordinance, it has become necessary to make certain changes in the Town's budget to appropriate funds for the demolition of the remainder of the burned dwelling located at 1425 Patrick Avenue;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Boiling Springs that the budget ordinance as adopted on June 7, 2022 be and is hereby amended as follows:

<u>Section 1.</u>	Revenues	
	Fund balance appropriation	<u>Increase</u> <u>\$ 4,500</u>
<u>Section 2.</u>	Expenditures	
	Contracted services-GF Administration	<u>Increase</u> <u>\$ 4,500</u>

This the 6<sup>th</sup> day of September, 2022.

\_\_\_\_\_  
Daniel Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Noah Saldo, Town Clerk

Motion made by Councilmember Thomas, Seconded by Councilmember Edwards.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

## **DISCUSSION ITEMS**

### **Livestock Ordinance**

Mr. Longino discussed comments from Planning Board as well as outlined ordinances around livestock from other municipalities. Mr. Longino stated He is looking for Council direction so staff can craft an ordinance and then bring it back to the Planning Board and Council for consideration.

Councilmember Thomas asked Thom Bates if He would like to speak on the issue. Mr. Bates stated Himself and His neighbors were looking for a robust ordinance that can be enforced and fair.

Living in a neighborhood will less than 1 acre there needs to be more restrictions than the current ordinance.

Councilmember Litton stated He would like to see more restrictions in subdivisions. Roosters are annoying. Wouldn't want to infringe on someone with numerous acers. possible variance process.

Councilmember Thomas stated the issue needs to be studied with community input. Agree with subdivision needing to protect them.

Councilmember Edwards agree draft of good and enforceable Ordinance. Possibly tying requirements to zoning. Agrees there should be variance prosses.

### **Animals on Public Streets Ordinance**

Mr. Longino presented a possible revision to animals on streets or sidewalks

Council agreed what's presented is sufficient

### **Retail Building Renderings**

Mr. Longino presented the renderings for retail buildings In front of Town Hall.

Councilmember Thomas stated He was not originally sold but He likes it now from what the renderings show

Councilmember Litton asked about parking

Councilmember Edwards likes it He is interested in the path forward and the financial impact of partnerships

Motion to table for further consideration and bring back at the October meeting

Motion made by Councilmember Edwards, Seconded by Mayor Pro-Tem Litton.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

### **2022 Christmas Parade**

The consensus of the Council was to have the Christmas parade this year

### **Roadway Improvements**

Mr. Longino presented on the intersection conflict system. The system was going to be a higher cost than originally expected. Mr. Longino stated there could be a mix between part wired and wireless system for approximately \$11,500. The other option is just to put up a solar powered flashing sign for \$1,500 and He wanted input to proceed with one of the options.

Councilmember Thomas asked about last years budgeted amount

Councilmember Thomas stated He was in favor of doing to full intersection conflict system.

Councilmember Edwards asked about ongoing cost associated with the system.

Councilmember Litton asked about possible other vendors available

Councilmember Thomas asked about the possibility of rubble strips

motion to table for further review

Motion made by Councilmember Edwards, Seconded by Councilmember Thomas.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

Mr. Longino discussed the potential for parallel parking in front of town hall

Motion to Approve parallel parking spaces and dot encroachment agreement

Motion made by Councilmember Edwards, Seconded by Councilmember Litton.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton

### **Council Meeting Videos**

The Mayor stated Council meetings have been posted on YouTube and asked for Council direction on how to proceed.

Mr. Longino stated we first began streaming on Facebook and then switched to YouTube. Wanted to know if Council wishes to stream them or posted them after.

Mr. Litton stated an audio/visual system would be nice but knows it would cost a lot.

## **2021-2022 Financial Statements**

the 2021-2022 internal unaudited financial statements were presented.

Councilmember Litton stated we are in the black so that's good.

## **REPORTS**

### **Council / Manager Comments**

Mr. Longino signs for N Main crosswalk should be installed next week or two restripe etc.

Electronic voting went well, consent agenda will be coming next month, parking tickets downtown have gone well five or so tickets per week have been the average, License plate reader camera demo installed next few weeks.

Councilmember Litton livestock ordinance make sure not infringe on NCGS

## **Adjourn**

Adjourn at 7:59pm

Motion made by Councilmember Edwards, Seconded by Councilmember Thomas.  
Voting Yea: Councilmember Edwards, Councilmember Thomas, Mayor Pro-Tem Litton



## LAND USE PLAN RFP

**Requested Action:** Motion to approve the request for proposals and direct staff to solicit interested firms

## SUMMARY

The Town of Boiling Springs Land Use Plan aims to create a clear vision for the future and proactively respond to the needs of the community in order to accommodate growth. Land use plans should never be treated as static documents and should be reviewed every 3-5 years and updated every 7-10 years. The last land use plan was adopted in 2009. These plans typically take 8-10 months to construct if starting from scratch. Our aim is to ‘refresh’ our current plan through community input, Council and staff guidance, evaluation of other goals for our Town, stakeholder input, and more.

Approval of this RFP will garner proposals from firms that a committee will review (Council, staff, Planning Board) and make a recommendation for final selection to the Town Council. We will negotiate a final contract with the selected firm to fit within the budgeted funds we have for this fiscal year.

## MATERIALS PROVIDED

- RFP



THE TOWN OF  
**BOILING SPRINGS**  
 NORTH CAROLINA

**Subject: Request for Proposal**

Consultant for Land Use Plan Update for The Town of Boiling Springs, North Carolina

**Introduction**

The Town of Boiling Springs, NC is seeking proposals from land use planning consultants with demonstrated qualifications and experience to work with Town officials to evaluate existing land uses, review land use regulations, gather public input, evaluate our capacity for growth, determine community needs and desires for the future, and develop recommended updates to our existing Land Use Plan. The updates should include a future land use map as well as goals and objectives for the management of future development within the Town. The Town desires a Plan that will guide us through the next 10 years.

The process for the Plan update will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, developers, landowners, the University, appointed and elected officials, and other stakeholders through community participation.

**Background**

The Town currently has a population of approximately 4,569 and the Town's current land use plan was adopted in 2009. Boiling Springs is the home of Gardner-Webb University, a thriving liberal arts Christian university that has a diverse array of academic programs and is proud of its division one athletic status.

Boiling Springs is part of Cleveland County, NC. Located in the western piedmont between Charlotte and Asheville with Interstate 85 traveling through the southeastern part of the county while NC Highway 74 travels east to west through the center. Interstate 85, Highway 74, and Highway 18 provide access to Charlotte, Asheville, Spartanburg, and Hickory. The County has seen an increase in economic development over the last ten years with the addition of new industries and the expansion of several existing industries. There is a mixture of rural, residential, urban, and industrial areas in the County. Several parks and greenways are in the County including the Broad River Greenway which is co-owned by Cleveland County and Boiling Springs.

There have been several changes that have impacted the County since the 2009 Plan including the great recession, a pandemic, progressive economic development, and current construction projects. The new 74 by-pass along with I-85 widening will create a more efficient freeway route from Cleveland County to the Charlotte region.

The Town adopted a Downtown Master Plan in 2020 that is a crucial part of its future goals for development. This plan included a corridor study, recommendations for economic development initiatives, and is the guiding document for current streetscape plans. The Town also adopted a new Unified Development Ordinance in 2021 that will need to be reviewed and considered as part of this process.

### **Expectations and Deliverables**

Objectives of the plan are typical of these processes and generally include the following services and deliverables:

#### *Expectations:*

- Regular planning meetings with Town staff, and phone/email availability between meetings for occasional consultation.
- Review all existing plans, maps, documents, data, and other materials relevant to the project. The Town will provide these and the consultant will study and consolidate applicable materials into the Plan.
- Conduct meetings with key elected and appointed officials, stakeholder groups, and the public. The selected consultant will lead stakeholder outreach and participation efforts.
- Plan and implement an extensive stakeholder and public outreach process using a range of methods to inform and involve stakeholders, citizen organizations, and the public.
- Organize and facilitate any steering committee meetings.
- Analyze consistency of current Town ordinances, policies, and plans in relation to the Land Use Plan goals and objectives.
- Coordinate with other organizations such as other Towns, Gaston Cleveland Lincoln Metropolitan Planning Organization, Economic Development, Foothills Regional Commission, and Cleveland County Water to consider any plans they may have.
- Attendance at least one meeting of the Planning Board to present the final version for recommendation to the Town Council.
- Attendance at two Town Council meetings, first to update progress approximately halfway through the estimated time for completion, and the second to present the final version of the Plan recommended for adoption.

#### *Deliverables:*

- Final version of the Plan for consideration and adoption by the Town Council.
- It is anticipated the Plan will include:
  - Community Assessment – Population, housing, demographic, and economic trends, and projections
  - Historic, Cultural, and Heritage Preservation and Enhancement
  - Land Use and Community Design – Existing land use and framework for future growth
  - Housing – Review of housing needs and trends and recommendations that will create strong neighborhoods that support lifelong housing needs
  - Transportation – Bicycle and pedestrian facility recommendations, collector street network, street infill recommendations, and recommendations for applications of street types



- Public Services and Infrastructure – Identify areas of growth and associated service needs
- Recreation and Open Spaces – Review Existing inventory and recommendations for future growth
- Specific recommendations that can be used as a policy guide to amend the development code and maps to implement short and long-term goals.
- Specific recommendations of how and where development should occur over the next 10 to 20 years.
- Final product to be delivered in written and digital form.

### **Proposal Content**

Please include a minimum of the following information:

- Letter of interest: A cover letter indicating interest in the project and identifying the firm's ability to provide the services needed.
- Description of your organization, the year it was founded, location of its headquarters, and other offices, its ownership structure, key individuals with contact information, and affiliation with other companies
- List and changes in ownership or management of your organization planned or anticipated in the next thirty-six (36) months. List any changes in ownership or management in the last eighteen (18) months.
- Provide a chart that includes all individuals in your organization that will be directly involved with rendering services for the Town.
- Provide a biographical sketch of the individual(s) that will be the direct contact(s) for the project, including title and experience.
- Provide a comprehensive list of entities or individuals with whom you currently work in a consulting or advisory capacity. (Please note: Your clients will not be contacted without your permission.)
- Attach a list of at least two (2) references of clients directly served by the individual or team who would be assigned to the project and who would be willing to be contacted.
- Describe the general approach to the project and the scope of work.
- Describe any unique concepts or approaches your firm plans to implement as part of its services to the Town.
- Describe your citizen participation experience and projected timeline.
- Cost of the project.

### **Timeline**

The tentative timetable for the process is as follows:

- October 5, 2022 - Advertised
- November 11, 2022, 5:00 pm - Proposals due
- A committee will evaluate the proposals
- Planning Board will make a recommendation at their December meeting
- Council will select a firm at their January 2023 meeting

### **Selection Process**

Proposals will be reviewed by the Town staff and a committee. Staff reserves the right to request additional information from consultants submitting proposals. Town Council will select the final firm. A proposal will be selected based on the approach to the project, scope of work, experience with land use plans, references, previous work with the Town, cost, proposed timeline, etc.

### **Miscellaneous Provisions**

The Town reserve the right to reject any and all proposals, waive technicalities, and judge the suitability of the proposed services for its intended use, and further specifically reserve the right to make the award in the best interests of the Town and negotiate the total fee amount after selection.

The Town may conduct any reasonable inquiry to determine the responsibility of the proposer. The submission of the proposal constitutes permission by the proposer for the selection committee to verify all information contained therein. If the selection committee deems it necessary, additional information may be requested from any proposer. Failure to comply with such request may disqualify a proposer from consideration. Please note that proposals may be considered public record. If there are any sections of your proposals that may be considered confidential under the law (i.e. trade secrets and proprietary information), please mark these sections of your proposal.

You may provide an emailed or mailed copy of your proposal.

### **Mailing Address and Contact Information**

Noah Saldo  
Town Clerk  
[Noah.saldo@boilingspringsnc.net](mailto:Noah.saldo@boilingspringsnc.net)  
P.O. Box 1014  
Boiling Springs, NC,28017

# Town of Boiling Springs

## NCDEQ Asset Inventory and Assessment – Water System





# Table of Contents

- Cover Letter .....1
- 01 Firm Information ..... 2
- 02 Team Qualifications .....3-6
- 03 AIA Familiarity and Approach .....7-9
- 04 Relevant Projects ..... 10-12
- 05 Past Work with the Town .....13

**PREPARED FOR**

Mr. Justin Longino  
 Town Manager  
 Town of Boiling Springs  
 114 East College Avenue  
 Boiling Springs, NC 28152

**PREPARED BY**

McGill Associates, PA  
 1240 19th Street Lane NW  
 Hickory, NC 28601  
 828.328.2024  
 mcgillassociates.com

September 23, 2022

Mr. Justin Longino, Town Manager  
Town of Boiling Springs  
114 East College Avenue  
Boiling Springs, NC 28152

RE: Statement of Qualifications  
NCDEQ Asset Inventory and Assessment – Water System

Dear Mr. Longino:

McGill has worked with utilities throughout North Carolina to provide reliable, practical, and comprehensive inventories and assessments of their water and wastewater systems. Our team is prepared to assist the Town of Boiling Springs with the development of its water system asset inventory and assessment (AIA). With our history and involvement in planning this project and submitting the funding application package, McGill has an intimate knowledge of the needs of the community. We are confident in our capabilities to perform responsive, high-quality professional services to accomplish the project scope and objectives for this project. Please consider the following relevant points demonstrated within our SOQ:

-  **Experience:** For more than 38 years, McGill has successfully completed AIAs for similar-sized communities. Since the AIA program was created by the North Carolina Department of Environmental Quality (NCDEQ) in 2015, we have been involved with 15 water AIA projects and another 12 wastewater AIA projects.
-  **Familiarity:** We have worked with the Town of Boiling Springs for the past six years, primarily on land planning and recreation projects, including obtaining grant funding for and providing design, bidding, and construction administration services for Town Park. Most recently, our team is assisting with a streetscape project, including replacing water and sewer lines.
-  **Practical Approach:** We are highly invested in this AIA project, as we have been involved in the earliest project stage with acquisition of funding. McGill will create practical deliverables and a system that works specifically for Boiling Springs — one that is tailor-made for the Town, not a one-size-fits-all solution. Our team is focused on providing the greatest benefits to the Town from the funding allocated by NCDEQ, while meeting all program requirements.

We are truly excited about working with you and Town staff on this essential project. We would be pleased to have the opportunity to discuss our team's qualifications with you further. If you have any questions, please contact me at [doug.chapman@mcgillassociates.com](mailto:doug.chapman@mcgillassociates.com) or 828.328.2024.

Sincerely,  
MCGILL ASSOCIATES, PA



DOUG CHAPMAN, PE  
Principal / Vice President / Regional Manager

# 01 | Firm Information

## Contact



**Doug Chapman, PE**  
Principal / Vice President /  
Regional Manager  
doug.chapman@mcgillassociates.com

## How We're Different

McGill serves public and private clients throughout the Southeast. The range and depth of McGill's expertise includes a wide spectrum of engineering services, land planning and recreation, as well as consulting services.

Our foundation is built on creating comprehensive solutions in a personal way. Collaboration is the key to our success and clients are an integral part of every project at McGill. By building lasting relationships with communities, we understand our clients' visions and project goals. Our dedicated project team focuses on delivering a customized solution for each unique community.

We help our clients identify challenges, formulate responsive solutions, and manage successful project completion. Through partnership, we shape the best results for each client and community.

## At a Glance

Legal Name: McGill Associates, PA  
Incorporated / Year: 1984  
Business Type: Corporation  
Number of Offices: 8  
Number of Employees: 144

## Proximity



**Hickory Office**  
1240 19th Street Lane NW  
Hickory, NC 28601  
ph. 828.328.2024 f. 828.328.3870

47 miles



## What We Do



Water and Wastewater



Civil Engineering



Water Resources



Solid Waste



Electrical Engineering



Mechanical, Electrical, and Plumbing



Construction Administration



Land Planning and Recreation



Environmental

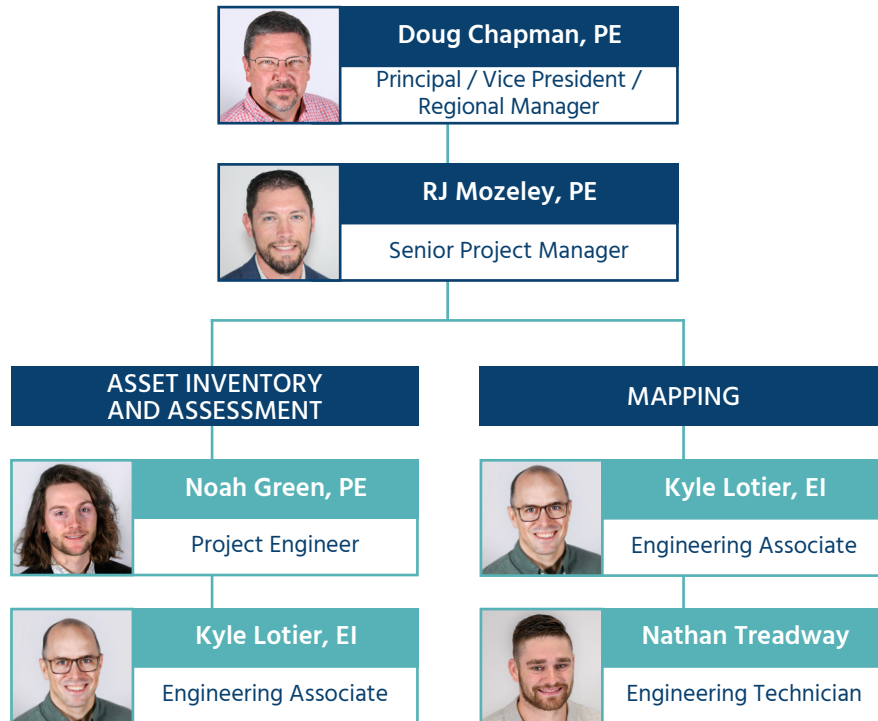


Consulting Services

# 02 | Team Qualifications

## Team Overview

Our goal in assembling the proposed team outlined below is matching the individual and team qualifications with the expertise and experience appropriate for this project. Our comprehensive project team approach is particularly appropriate for projects where coordination, scheduling, and efficiency are important considerations.





## Doug Chapman, PE

### Principal / Vice President / Regional Manager

Doug Chapman has practiced engineering in North Carolina for more than 31 years. His experience includes a wide range of public projects, such as streets and stormwater systems, water and wastewater systems, parks and recreation, and community facilities and planning. Doug has worked in a variety of professional environments, including both public and private sector positions, which have contributed positively toward developing his capacity to solve complex problems and understand the needs of public clients. He is an innovator and a leader in infrastructure and facility planning and design. Doug has worked on numerous projects and is well versed in public bidding requirements and project funding opportunities. He also understands the need to actively manage projects from inception throughout construction.

#### Education

BS, Mechanical Engineering, North Carolina State University (NCSU)

#### Professional Licensure

PE NC #020622

#### Professional Associations

- American Water Works Association (AWWA)
- Water Environment Federation (WEF)

#### Years of Experience

31

#### Years with McGill

22

#### Specializations

- Water engineering
- Wastewater engineering
- Project administration

#### Related Experience

- **Water and Sewer AIAs, City of Lenoir:** As Principal, Doug led McGill in performing an inventory and assessment of the City of Lenoir's water distribution system. This AIA project helped identify system deficiencies and prioritize capital improvement projects that will provide the most benefit.
- **Water and Sewer AIAs, City of Oxford:** As Principal, Doug led McGill staff with the performance AIAs of the City's wastewater collection and water distribution systems.
- **Water and Sewer AIA, Town of Sparta:** As Principal, Doug oversaw the preparation of AIAs for the Town's water and sewer system.
- **Water and Sewer AIA, Salisbury-Rowan Utilities:** Doug worked with Salisbury-Rowan Utilities to obtain AIA grant funding from the North Carolina Department of Quality Division of Water Infrastructure (NCDEQ-DWI) and implement an asset management software package, including inventory, assessment, and data gathers of all vertical assets within the system.
- **Water and Sewer System Asset Management Plan (AMP), Town of Pilot Mountain:** As Principal, Doug Oversaw the preparation of an asset management plan for the Town's water and sewer systems sufficient to gain funding points with the DWI.





## RJ Mozeley, PE

### Senior Project Manager

RJ Mozeley is a dedicated and talented designer who has demonstrated his acute skills on a wide range of projects, including utility coordination, as well as water and wastewater treatment, system design, and modeling. RJ's experience has led him to develop valuable knowledge of the intricate details of water and sewer systems, and how they can be rehabilitated or replaced to improve the well-being of local communities. He is a valued team member, not only for his technical and strategic expertise, but also for his knowledge and attention to detail in designing and preparing construction documents. RJ possesses a vital ability to communicate effectively in conveying technical information to clients.

#### Education

BS, Civil Engineering,  
NCSU

#### Professional Associations

- AWWA
- WEF

#### Specializations

- Water engineering
- Funding assistance

#### Professional Licensure

PE: NC #037937

#### Related Experience

- South Main Street Improvements, Town of Boiling Springs
- Water AIA, Town of Mount Olive
- Water and Sewer AIA, City of Lenoir
- Water and Sewer AIA, City of Oxford



## Noah Green, PE

### Project Engineer

Noah Green has extensive experience with preliminary evaluations, such as studies, preliminary engineering reports, cost estimates, utility routing, and pipe and pump calculations. He is very familiar with state regulations and the permitting process associated with water and sewer projects. Noah has also worked on detailed designs — in particular — laying out equipment, structures, and large diameter piping for treatment plant projects. He is familiar with AutoCAD, Civil 3D, Revit, PondPack, Water GEMS and WaterCAD, and SewerCAD. Several of Noah's projects have involved North Carolina Division of Water Infrastructure funding; therefore, he is familiar with its policies and procedures.

#### Education

BS, Civil and  
Environmental  
Engineering, University of  
North Carolina – Charlotte

#### Professional Associations

- Engineers Without  
Borders
- NC One Water

#### Professional Licensure

PE: NC #053056

#### Related Experience

- Water and Sewer AIA, City of Lenoir
- Water and Sewer AIA, City of Oxford
- Water and Sewer AIA, Salisbury-Rowan Utilities
- Water AIA, Town of Sparta



## Kyle Lotier, EI

### Engineering Associate

Kyle Lotier has been working in the water and wastewater field since 2006, when he began volunteering with the Peace Corps. He has over 10 years of project management experience and is passionate about improving the quality of life for communities through projects that provide safe water and improved sanitation. At McGill, Kyle has worked on projects involving water mains, drinking water pump stations, water models, gravity sewers, sewer pump stations, and force mains. His experience working internationally has given him a unique perspective — having experienced firsthand what life is like in the absence of safe and abundant water and adequate sanitation.

#### Education

MS, Civil and Environmental Engineering, Marquette University  
BS, Civil Engineering, Virginia Polytechnic Institute and State University

#### Professional Licensure

EI: NC #A-30369, VA #056437

#### Related Experience

- Water and Sewer AIA, Sparta
- Sewer AIA, Town of Valdese
- 2022 Water and Sewer Capital Improvement Plant (CIP) and Financial Updates, Town of Valdese
- 2022 Water and Sewer CIP and Financial Updates, City of Lenoir



## Nathan Treadway

### Engineering Technician

Nathan Treadway is a reliable team player, who is committed to building high-performing teams. Since starting at McGill as an intern last year and joining McGill as an engineering technician, Nathan has worked on water and wastewater, civil, and land planning projects. He has spent a significant portion of this career at McGill assisting with water and sewer AIAs.

#### Related Experience

- Water and Sewer AIA, Sparta
- Sewer AIA, Town of Valdese
- Water Distribution System Modeling, University of North Carolina – Charlotte
- 2021 Capital Planning, Town of Blowing Rock
- Water Resource and Recovery Facility (WRRF) Expansion, City of Mebane
- Main Street Water and Sewer Line Replacements, Town of Blowing Rock
- Vantine Pump Station and Sewer Replacements, City of Bessemer City

#### Education

BS, Physics, Emory & Henry College

#### Specializations

- Asset inventory and assessment
- Water distribution
- Wastewater collection

# 03 | AIA Familiarity and Approach

## Experience with NCDEQ Wastewater AIA Grant Program

In addition to implementing decades of water and sewer infrastructure projects throughout North Carolina, McGill has worked on many successful water and sewer AIA projects. McGill is extremely familiar with the requirements of the **water AIA grant program** administered by NCDEQ-DWI. We have been working on AIAs and coordinating with NCDEQ staff since the program began in 2016, and we have extensive knowledge and expertise with this scope of work for small- to medium-sized communities. Below is a sample of AIA projects completed by McGill

Client / Location	Water System	Sewer System
Town of Andrews (North Carolina Rural Water Association)		Sewer AIA
Town of Bryson City	Water AIA	Sewer AIA
Town of Canton	Water AIA	
Cleveland County Water	Water AIA	
Town of Clyde	Water AIA	
Town of Hot Springs	Water AIA	
City of Lenoir	Water AIA	Sewer AIA
Maggie Valley Sanitary District, Maggie Valley	Water AIA	
Town of Maxton	Water AIA	Sewer AIA
Town of Mount Olive	Water AIA	Sewer AIA
Town of Murphy (North Carolina Rural Water Association)	Water AIA	
City of Oxford	Water AIA	Sewer AIA
Town of Parkton		Sewer AIA
Town of Robbinsville	Water AIA	
Town of Roseboro		Sewer AIA
Salisbury-Rowan Utilities, Salisbury	Water AIA	Sewer AIA
Town of Shallotte	Water AIA	Sewer AIA
Town of Siler City		Sewer AIA
Town of St. Pauls		Sewer AIA
Tuckaseegee Water and Sewer Authority, Sylva	Water AIA	Sewer AIA



## Our Approach

McGill’s approach to assessing the Town of Boiling Springs’ water system infrastructure is similar to other comparable projects, requiring data collection to evaluate the water distribution system for efficiencies, water loss, and service effectiveness. As part of this assessment, the Town’s water tank, interconnections, and master meters, as well as distribution lines will also be evaluated within a new hydraulic model for any needed improvements. This information will then be used to identify elements for repair or replacement, preparing opinions of probable costs, and developing a comprehensive CIP to address these needs. Once a capital plan is completed, the McGill team will prepare a financial analysis of the Town’s enterprise fund to determine the revenue requirements needed to support the system operations, maintenance, and capital costs. Finally, an AMP will be developed to provide Town staff with a guidance document in proactive maintenance activities and a standard operating procedure (SOP) in addition to the benefits of a prioritized CIP.

To accomplish this scope of work, McGill will follow a methodical set of tasks to meet the Town’s needs and expectations. Those tasks are outlined as follows:

- Review previous reports and studies pertinent to the system
- Visit the facilities and interview operations staff and related management staff to determine past and current issues with operations, processes, and equipment
- Discuss anticipated rules and regulations and how they may affect the system
- Review inventory of water system horizontal and vertical system components
- Review water system mapping, considering pipe sizing, materials, age, condition, and importance
- Prepare a hydraulic model of the water distribution system, considering water lines two inches and larger (the model will be utilized to best predict the flow patterns of water throughout the various hydraulic zones of the system, considering regular, full water supply from the water authority)

- Assess each identified infrastructure asset to determine a proposed condition, critical nature to the overall system operations, and need for replacement
- Evaluate the criticality of infrastructure using a scoring matrix that incorporates a predetermined factoring system to determine the need and schedule for implementation
- Prepare replacement cost estimates for identified improvements
- Review costs with staff, along with priority scoring
- Incorporate planned projects and replacements into a ten-year CIP
- Analyze past three years of enterprise fund audits and establish a historical pattern for revenues and expenditures, along with the current budget year
- Prepare a financial model — building on the historical data — to predict changes in the existing customer revenue and growth in existing operations and maintenance costs (this model will then utilize the planned capital improvements and assumed debt versus cash funding of improvements to predict needed rate adjustments to maintain a positive cash flow and fund balance)
- Assemble the full asset inventory and asset assessment into a complete AMP document with the CIP and revenue analysis and operations and maintenance plan
- Provide a report summary of findings and recommendations

## Project Management

Our experience has led us to develop and embrace a standardized approach to project management. Your project manager stays in tune with every aspect of the project, as well as in touch with each person or team involved. McGill has standardized systems in place and tools to keep each aspect of the project on track.



### Financial

Our highly trained managers use Deltek Vision software to track progress relative to scope and schedule.



### Communication

Microsoft Teams unifies communication and collaboration among our staff.



### Technical

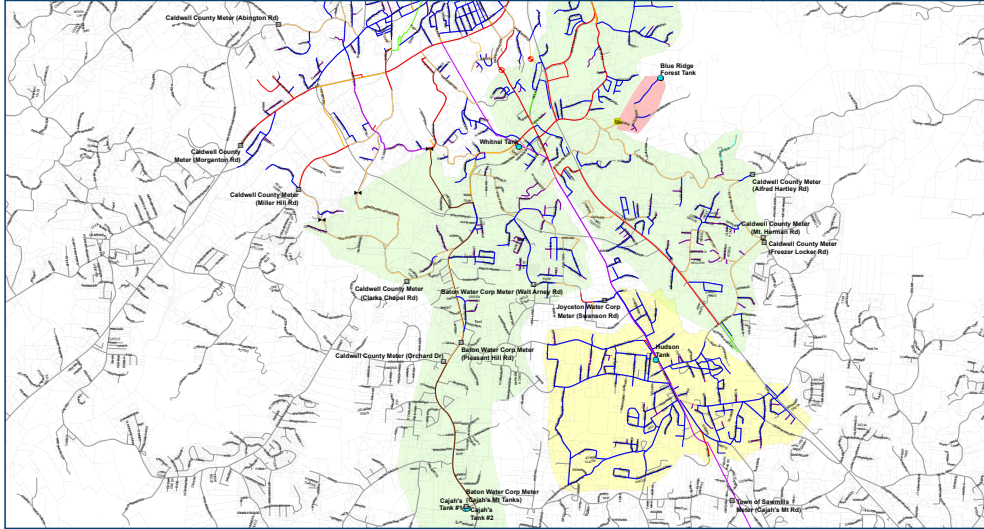
McGill staff use cloud storage for all files, as well as the latest software programs for design.



### Internal Expertise

Practice areas across the firm keep our projects running smoothly. We have in-house resources to address the majority of issues we may encounter during the life of a project.

# 04 | Project Experience



## Client Reference

Radford Thomas  
Public Utilities  
Director  
828.757.2200

## Project Highlights

- Mapping
- Capital improvements plan
- Water modeling
- Flow testing

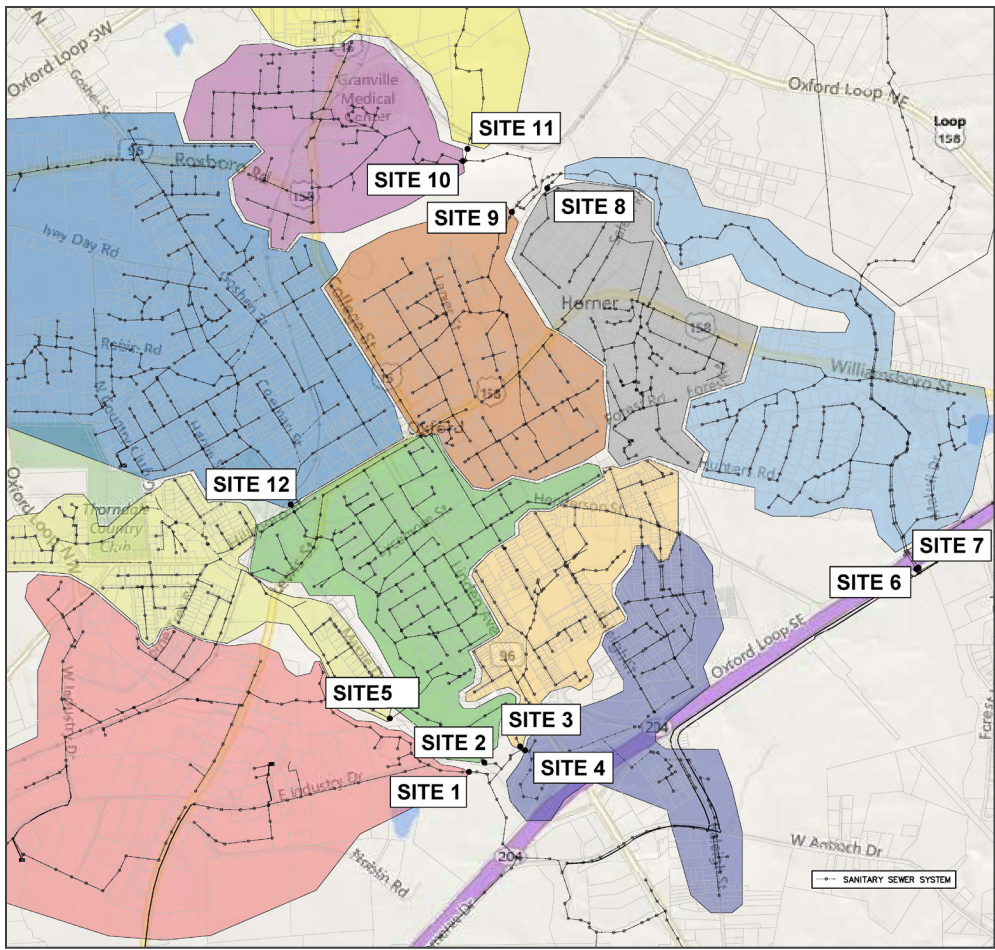
## Water and Sewer AIAs

### City of Lenoir

McGill performed an inventory and assessment of the City of Lenoir's water distribution system. This AIA project helped identify system deficiencies and prioritize capital improvement projects that will provide the most benefit.

**Water AIA:** This effort addressed two main areas of concern with the condition of aging pipes and facilities. First, the conditions of water lines were evaluated through mapping, physical inventory updates, and hydraulic modeling. Hydraulic distribution network modeling is necessary in urban areas where limited mapping is available, aged infrastructure exists, and physical inspection of lines is cost prohibitive. The model calibration allowed line sizes and pipe hydraulic conditions to be approximated, digitally, based on strategic static and dynamic flow testing. Second, the mapping and hydraulic modeling updates helped to identify water transfers between pressure zones to reduce inefficiencies. This system mapping and hydraulic model was used to identify system deficiencies and develop improvements projects, as needed. The improvements projects and budget costs were subsequently programmed into the ten-year CIP.

**Sewer AIA:** This effort involved identifying areas with excessive I/I and addressing the condition of aging and failing sewers. As with older sewer systems, I/I was problematic in the City's system over the years, particularly in times of higher rainfall. The wastewater treatment plants experienced large peak flows, due to wet weather events, that resulted in past treatment issues. The project included an inventory of the City's existing sewer system by updating the current GIS mapping and assessing the condition of the sewer system, pump stations, and critical manholes. McGill aided in evaluating, identifying, and prioritizing sewer replacements and upgrades, and updating the ten-year CIP.



**Client Reference**

Amy Ratliff, PE  
 City Engineer  
 919.603.1113

**Project Highlights**

- Inspections
- Water modeling
- Smoke testing



# Water and Sewer AIAs

## City of Oxford

McGill performed AIAs of the City of Oxford’s wastewater collection and water distribution systems.

**Water AIA:** As a part of the study, McGill updated the water system hydraulic model (along with field testing and calibration) to reflect existing conditions, as well as model proposed system improvements that are being recommended as a part of the study. The study also developed a unidirectional flushing program for system maintenance. An AWWA-format water audit was prepared to evaluate water loss in the system. Our team identified water system improvements and incorporated them into the water system CIP.

**Sewer AIA:** The project included evaluating Oxford’s existing sewer system, including flow monitoring, smoke testing, video evaluations, assessment of suspect manholes and pump stations, and prioritization of needed system improvements. We incorporated opinions of probable costs for identified improvements into the sewer system CIP. This project was funded by a grant administered through NCDEQ Division of Water Infrastructure.

### Client Reference

Charles Brown  
Town Manager  
919.658.9539

### Project Highlights

- Winning over \$250,000 in AIA grants
- Grant application assistance
- CIP development
- AMP development
- Smoke testing
- Mapping
- Water modeling



## Water and Sewer AIAs

### Town of Mount Olive

McGill assisted the Town of Mount Olive with grant applications, resulting in the award of \$254,000 in AIA grants to the Town. McGill was subsequently retained to perform the assessments, which included:

- Selecting and purchasing asset management software
- Developing base mapping for the Town's water and sewer systems
- Populating the mapping with attributes, based on field inventories of the existing assets
- Installing temporary flow meters within select drainage basins that have the highest levels of inflow and infiltration
- Performing a condition assessment of the sewer system using video inspections, smoke testing, manhole assessments, and lift station inspections
- Performing hydrant testing with Town staff to quantify existing flows and low-pressure areas
- Generating a hydraulic model of the system using WaterCAD software
- Performing a risk analysis to determine which components of the system were close to failure
- Utilizing the information to update the Town's CIP and develop an AMP

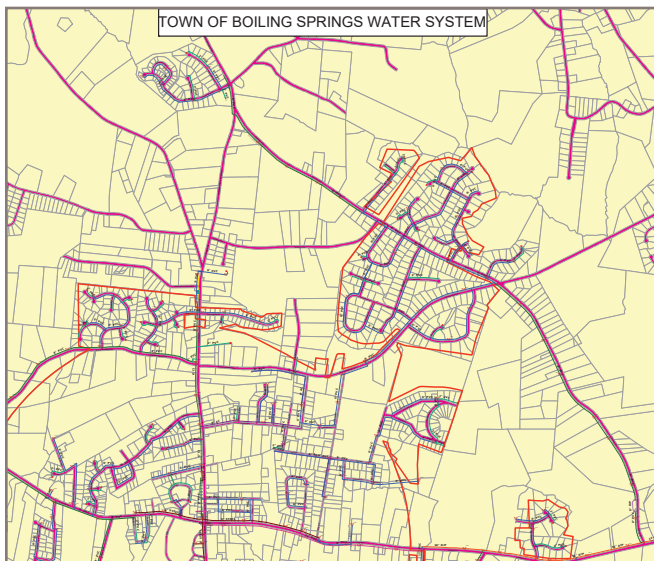
These projects are critical to the Town's ability to provide safe and reliable water and sewer service to its customers for the future.



# 05 | Past Work with the Town

## Water System Familiarity

McGill has a full understanding of the scope of this project as the preparers of the Town's NCDEQ grant applications. The Town of Boiling Springs currently has an inadequate mapping system for both its water and sewer systems. McGill has reviewed the existing maps and will build upon the current mapping information to increase system knowledge and enhance infrastructure attribute information to a GIS dataset to make the information more readily available to Town staff. The Town also struggles with maintenance and cataloging the existing condition assessment of the system. Outside of known problem areas or replacement projects identified in the CIP, the general condition of the water system is not cataloged. This AIA project will improve documented knowledge of the water system. Finally, the CIP does not integrate or benefit the Town's asset management software (Brightly). McGill has imported asset information into this software in the past and can train staff to get the greatest benefit out of the program.



Boiling Springs Water System Map

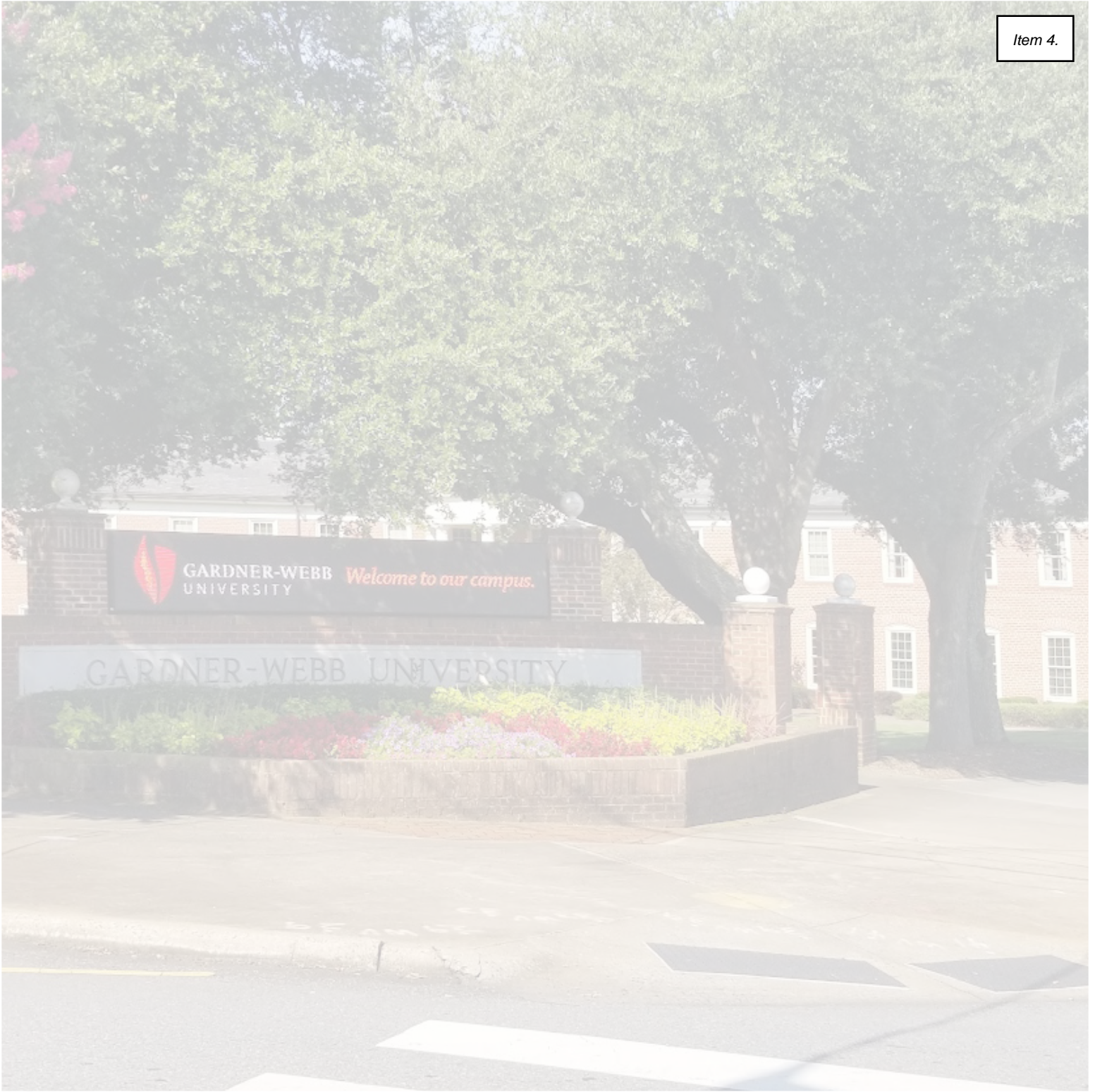


Community Park Site Plan, Town of Boiling Springs

## Past Work with the Town

McGill has a history of obtaining grant funding for the Town and following through to completion of the proposed projects. McGill's land planning and recreation team has worked with the Town since 2016, including developing a site-specific master plan; preparing a PARTF grant application; and providing design engineering, bidding phase services, and construction administration for improvements to Community Park.

Currently, the land planning team and recreation team — along with McGill's water and wastewater team — is working on streetscape improvements for South Main Street from College Avenue to Branch Avenue. This project includes the redesign of the street to create 11-foot drive aisles, parallel parking on the East side, a 12-foot multiuse path, and water and sanitary sewer pipe replacement. McGill is providing surveying, design engineering, and bidding phase services for this project.



**McGill Associates, PA**  
1240 19th Street Lane NW, Hickory, NC 28601  
828.328.2024 | [mcgillassociates.com](http://mcgillassociates.com)



# Town of Boiling Springs

NCDEQ Asset Inventory and Assessment –  
Wastewater System





# Table of Contents

- Cover Letter .....1
- 01 Firm Information .....2-3
- 02 Team Qualifications .....4-8
- 03 AIA Familiarity and Approach ..... 9-11
- 04 Relevant Projects ..... 12-14
- 05 Past Work with the Town .....15

**PREPARED FOR**

Mr. Justin Longino  
 Town Manager  
 Town of Boiling Springs  
 114 East College Avenue  
 Boiling Springs, NC 28152

**PREPARED BY**

McGill Associates, PA  
 1240 19th Street Lane NW  
 Hickory, NC 28601  
 828.328.2024  
 mcgillassociates.com




September 23, 2022

Mr. Justin Longino, Town Manager  
Town of Boiling Springs  
114 East College Avenue  
Boiling Springs, NC 28152

RE: Statement of Qualifications  
NCDEQ Asset Inventory and Assessment – Wastewater System

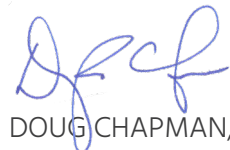
Dear Mr. Longino:

The North Carolina Department of Environmental Quality's (NCDEQ) Asset Inventory and Assessment (AIA) grants were created to encourage utilities to become more viable and proactive in the management and financing of their systems. McGill has worked with utilities throughout North Carolina to provide reliable, practical, and comprehensive inventories and assessments of their water and wastewater systems. Our team is prepared to assist the Town of Boiling Springs with the development of its wastewater system AIA. With our history and involvement in planning this project and submitting the funding application package, McGill has an intimate knowledge of the needs of the community. We are confident in our capabilities to perform responsive, high-quality professional services to accomplish the project scope and objectives for this project. Please consider the following relevant points demonstrated within our SOQ:

-  **Experience:** For more than 38 years, McGill has successfully completed AIAs for similar-sized communities. Since the AIA program was created by NCDEQ in 2015, we have been involved with 15 water AIA projects and another 12 wastewater AIA projects. As such, we are familiar with NCDEQ water and wastewater AIA grant program requirements.
-  **Familiarity:** We have worked with the Town of Boiling Springs for the past six years, primarily on land planning and recreation projects, including obtaining grant funding for and providing design, bidding, and construction administration services for Town Park. Most recently, our team has assisted with streetscape and greenway projects involving utilities.
-  **Practical Approach:** We are highly invested in this AIA project, as we have been involved in the earliest project stage with acquisition of funding. McGill will create practical deliverables and a system that works specifically for Boiling Springs — one that is tailor-made for the Town, not a one-size-fits-all solution.

We are truly excited about working with you and Town staff on this essential project. We would be pleased to have the opportunity to discuss our team's qualifications with you further. If you have any questions, please contact me at [doug.chapman@mcgillassociates.com](mailto:doug.chapman@mcgillassociates.com) or 828.328.2024.

Sincerely,  
MCGILL ASSOCIATES, PA

A handwritten signature in blue ink, appearing to read "D. Chapman".

DOUG CHAPMAN, PE  
Principal / Vice President / Regional Manager

# 01 | Firm Information

## Contact



**Doug Chapman, PE**  
Principal / Vice President /  
Regional Manager  
doug.chapman@mcgillassociates.com

## How We're Different

McGill serves public and private clients throughout the Southeast. The range and depth of McGill's expertise includes a wide spectrum of engineering services, land planning and recreation, as well as consulting services.

Our foundation is built on creating comprehensive solutions in a personal way. Collaboration is the key to our success and clients are an integral part of every project at McGill. By building lasting relationships with communities, we understand our clients' visions and project goals. Our dedicated project team focuses on delivering a customized solution for each unique community.

We help our clients identify challenges, formulate responsive solutions, and manage successful project completion. Through partnership, we shape the best results for each client and community.

## At a Glance

**Legal Name:** McGill Associates, PA  
**Incorporated / Year:** 1984  
**Business Type:** Corporation  
**Number of Offices:** 8  
**Number of Employees:** 144

## Office Locations



### Local Office:

1240 19th Street Lane NW, Hickory, NC 28601  
828.328.2024

## What We Do



Water and Wastewater



Civil Engineering



Water Resources



Solid Waste



Electrical Engineering



Mechanical, Electrical, and Plumbing



Construction Administration



Land Planning and Recreation



Environmental



Consulting Services

## Subconsultant



### Contact

Jeff Greene, PE  
President / Owner  
jeff@krgutility.com

### Office Location

Post Office Box 2000  
Lenoir, NC 28645  
828.757.0006  
krgutility.com

### Specializations

- Sewer video inspections
- Installing and removing flow meters in manholes

## KRG Utility, Inc.

**Services for this Project:** Pipe video inspections

KRG Utility, Inc. (KRG Utility) which has been family-owned and operated since 1978, is one of the leading sewer and water rehabilitation service companies in North Carolina, South Carolina, and Virginia. Headquartered in Lenoir, KRG Utility uses the most advanced industry technology and techniques, including pipe bursting, slip lining, and pipe video inspections. Regardless of the size, scope, or complexity of the project, KRG Utility's full-service offerings, state-of-the-art expertise, and unparalleled service make the firm well-suited for large or small projects.

KRG Utility has cleaned and provided CCTV footage for numerous types of reasons, including:

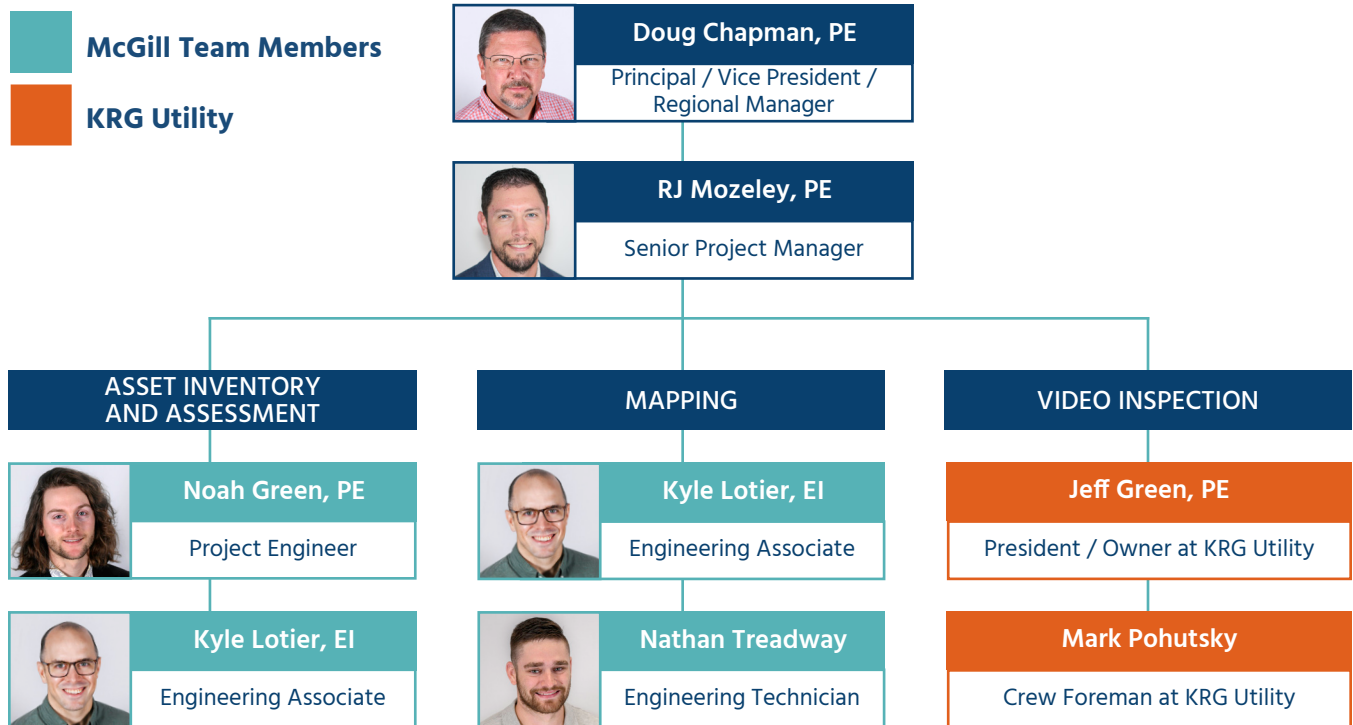
- Evaluating older sewer systems for issues, roots, infiltration and obstructions cured-in-place pipe (CIPP) lining and rehabilitation projects
- Locating and mapping sewer systems for communities that did not have existing plans of their sewer system
- Cleaning and videoing new construction projects for municipal acceptance

KRG has captured CCTV footage of millions of feet of sewer pipe throughout the years with an annual range of 0.7 to 1 million feet.

# 02 | Team Qualifications

## Team Overview

Our goal in assembling the proposed team outlined below is matching the individual and team qualifications with the expertise and experience appropriate for this project. Our comprehensive project team approach is particularly appropriate for projects where coordination, scheduling, and efficiency are important considerations.







## Doug Chapman, PE

### Principal / Vice President / Regional Manager

Doug Chapman has practiced engineering in North Carolina for more than 31 years. His experience includes a wide range of public projects, such as streets and stormwater systems, water and wastewater systems, parks and recreation, and community facilities and planning. Doug has worked in a variety of professional environments, including both public and private sector positions, which have contributed positively toward developing his capacity to solve complex problems and understand the needs of public clients. He is an innovator and a leader in infrastructure and facility planning and design. Doug has worked on numerous projects and is well versed in public bidding requirements and project funding opportunities. He also understands the need to actively manage projects from inception through construction.

#### Education

BS, Mechanical Engineering, North Carolina State University (NCSU)

#### Professional Licensure

PE NC #020622

#### Professional Associations

- American Water Works Association (AWWA)
- Water Environment Federation (WEF)

#### Years of Experience

31

#### Years with McGill

22

#### Specializations

- Water engineering
- Wastewater engineering
- Project administration

#### Related Experience

- **Water and Sewer AIA and Asset Management Plan (AMP), City of Oxford:** As Principal, Doug managed staff assisting the City in preparing AIAs for the community's water and sewer system.
- **Water and Sewer AIA, Town of Sparta:** As Principal, Doug oversaw the preparation of AIAs for the Town's water and sewer system.
- **Water and Sewer AIA, Salisbury-Rowan Utilities:** Doug worked with Salisbury-Rowan Utilities to obtain AIA grant funding from the NCDEQ Division of Water Infrastructure (DWI) and implement an asset management software package, including inventory, assessment, and data collection of all vertical assets within the system.
- **Water and Sewer System AMP, Town of Pilot Mountain:** As Principal, Doug oversaw the preparation of an AMP for the Town's water and sewer systems sufficient to gain funding points with DWI.
- **Capital Improvement Plan (CIP) and AMP, Town of Stanley:** As Principal, Doug managed staff preparing a CIP and AMP for the Town of Stanley's water and sewer systems to be used for the submission of a Community Development Block Grant – Infrastructure (CDBG-I) funding application.



## RJ Mozeley, PE

### Senior Project Manager

RJ Mozeley is a dedicated and talented designer who has demonstrated his acute skills on a wide range of projects, including utility coordination, as well as water and wastewater treatment, system design, and modeling. RJ's experience has led him to develop valuable knowledge of the intricate details of water and sewer systems, and how they can be rehabilitated or replaced to improve the well-being of local communities. He is a valued team member, not only for his technical and strategic expertise, but also for his knowledge and attention to detail in designing and preparing construction documents. RJ possesses a vital ability to communicate effectively in conveying technical information to clients.

#### Education

BS, Civil Engineering,  
NCSU

#### Professional Associations

- AWWA
- WEF

#### Specializations

- Water engineering
- Funding assistance

#### Professional Licensure

PE: NC #037937

#### Related Experience

- South Main Street Improvements, Town of Boiling Springs
- Water and Sewer AIA, City of Lenoir
- Water and Sewer AIA, City of Oxford
- Water AIA, Town of Mount Olive



## Noah Green, PE

### Project Engineer

Noah Green has extensive experience with preliminary evaluations, such as studies, preliminary engineering reports, cost estimates, utility routing, and pipe and pump calculations. He is very familiar with state regulations and the permitting process associated with water and sewer projects. Noah has also worked on detailed designs — in particular — laying out equipment, structures, and large diameter piping for treatment plant projects. He is familiar with AutoCAD, Civil 3D, Revit, PondPack, Water GEMS and WaterCAD, and SewerCAD. Several of Noah's projects have involved NCDEQ-DWI funding; therefore, he is familiar with its policies and procedures.

#### Professional Licensure

PE: NC #053056

#### Related Experience

- Water and Sewer AIA, City of Lenoir
- Water and Sewer AIA, City of Oxford
- Water and Sewer AIA, Salisbury-Rowan Utilities
- Water AIA, Town of Sparta

#### Education

BS, Civil and  
Environmental  
Engineering, University of  
North Carolina – Charlotte

#### Professional Associations

- Engineers Without  
Borders
- NC One Water



## Kyle Lotier, EI

### Engineering Associate

Kyle Lotier has been working in the water and wastewater field since 2006, when he began his service with the Peace Corps. He has over 10 years of project management experience and is passionate about improving the quality of life for communities through projects that provide safe water and improved sanitation. At McGill, Kyle has worked on projects involving water mains, drinking water pump stations, water models, gravity sewers, sewer pump stations, and force mains. His experience working internationally has given him a unique perspective — having experienced firsthand what life is like in the absence of safe and abundant water and adequate sanitation.

#### Education

MS, Civil and Environmental Engineering, Marquette University  
BS, Civil Engineering, Virginia Polytechnic Institute and State University

#### Professional Licensure

EI: NC #A-30369, VA #056437

#### Related Experience

- Sewer and Water AIA, Sparta
- Sewer AIA, Town of Valdese
- 2022 Water and Sewer CIP and Financial Updates, Town of Valdese
- 2022 Water and Sewer CIP and Financial Updates, City of Lenoir



## Nathan Treadway

### Engineering Technician

Nathan Treadway is a reliable team player, who is committed to building high-performing teams. Since starting at McGill as an intern last year, and joining McGill as an engineering technician, Nathan has worked on water and wastewater, civil, and land planning projects. He has spent a significant portion of his career at McGill assisting with water and sewer AIAs.

#### Related Experience

- Sewer and Water AIA, Sparta
- Sewer AIA, Town of Valdese
- Water Distribution System Modeling, University of North Carolina – Charlotte
- 2021 Capital Planning, Town of Blowing Rock
- Water Resource and Recovery Facility (WRRF) Expansion, City of Mebane
- Main Street Water and Sewer Line Replacements, Town of Blowing Rock
- Vantine Pump Station and Sewer Replacements, City of Bessemer City

#### Education

BS, Physics, Emory & Henry College

#### Specializations

- Asset inventory and assessment
- Water distribution
- Wastewater collection

### Education

MCE, Water Resources,  
NCSU

BS, Civil Engineering,  
NCSU

### Professional Associations

- NASSCO
- IPBA
- NCUCA

### Specializations

- Pipe video inspections
- Sanitary pipe-bursting
- Sliplining

## Jeff Greene, PE

### President / Owner at KRG Utility

Jeff Green has been the president and owner of KRG Utility, Inc, a sewer and water rehabilitation company based in Lenoir, North Carolina since 1992. He specializes in sanitary pipe-bursting, slip lining, cleaning sanitary and storm sewer lines, and video inspection of sanitary and storm sewer pipe for municipalities in and around North Carolina. His prior experience included preparation of watershed master plan studies and the preparation of construction drawings for storm water related work.

### Professional Licensure and Certification

PE: NC #017618; PACP Certificate: U-1105-2593

### Related Experience with McGill

- Geitner Branch Sewer Evaluation and Replacement, City of Hickory
- Hardin Street Sewer Rehabilitation, Town of Boone
- Adams Street CDBG Sewer Project, Town of Andrews
- Casino Off-site Water and Sewer, Town of Murphy
- Central Business District Sewer Rehabilitation, Town of Forest City

### Training

- OSHA Confined Space Training
- OSHA Competent Person Training

### Specializations

- Pipe video inspections
- Sanitary pipe-bursting
- Sliplining

## Mark Pohutsky

### Crew Foreman at KRG Utility

As Crew Foreman, Mark Pohutsky oversees cleaning / video inspection crews for the firm. He is in charge of multiple cleaning / video inspection projects throughout North Carolina, South Carolina, and Georgia. Throughout his career, Mark has cleaned and inspected lines ranging in size from 6 inches to 60 inches. He specializes in cleaning sewer lines for cured-in-place pipe (CIPP) contractors where roots, tuberculation, and concrement need to be removed from pipe.

### Professional Certification

PACP Certificate: U-415-06024119

### Related Experience

- Sanitary Sewer and Water Contract 2012-95 (200,000 LF of 8 to 12-inch pipe), City of Greensboro
- Annual Cleaning Contract (100,000 LF per year), City of Winston-Salem
- 2018–2019 Rehabilitation (40,000 LF of 6 to 21-inch pipe), Yadkin Valley Sewer Authority

# 03 | AIA Familiarity and Approach

## Experience with NCDEQ Wastewater AIA Grant Program

In addition to implementing decades of water and sewer infrastructure projects throughout North Carolina, McGill has worked on many successful water and sewer AIA projects. McGill is extremely familiar with the requirements of the **wastewater AIA grant program** administered by NCDEQ-DWI. We have been working on AIAs and coordinating with DEQ staff since the program began in 2016, and we have extensive knowledge and expertise with this scope of work for small- to medium-sized communities. Below is a sample of AIA projects completed by McGill.

Client / Location	Water System	Sewer System
Town of Andrews (North Carolina Rural Water Association)		Sewer AIA
Town of Bryson City	Water AIA	Sewer AIA
Town of Canton	Water AIA	
Cleveland County Water	Water AIA	
Town of Clyde	Water AIA	
Town of Hot Springs	Water AIA	
City of Lenoir	Water AIA	Sewer AIA
Maggie Valley Sanitary District, Maggie Valley	Water AIA	
Town of Maxton	Water AIA	Sewer AIA
Town of Mount Olive	Water AIA	Sewer AIA
Town of Murphy (North Carolina Rural Water Association)	Water AIA	
City of Oxford	Water AIA	Sewer AIA
Town of Parkton		Sewer AIA
Town of Robbinsville	Water AIA	
Town of Roseboro		Sewer AIA
Salisbury-Rowan Utilities, Salisbury	Water AIA	Sewer AIA
Town of Shallotte	Water AIA	Sewer AIA
Town of Siler City		Sewer AIA
Town of St. Pauls		Sewer AIA
Tuckaseegee Water and Sewer Authority, Sylva	Water AIA	Sewer AIA



## Our Approach

McGill has successfully completed many AIA projects and will add immediate and unique value upon execution of this effort. We will initiate a project kickoff meeting upon contract award to review the scope and schedule priorities and milestones. McGill proposes to work alongside Town staff to develop beneficial system mapping, analyze wastewater inflow and infiltration (I/I), and develop a CIP and AMP for the system. The deliverable for this effort will be a document that will serve as a roadmap for the future of the utility, from capital improvements to management policies and procedures, all poised to position Boiling Springs for the next 10 years or more. McGill's approach to assessing the Town of Boiling Springs' sewer infrastructure is similar to other comparable projects. Existing studies and prior data will be collected and assimilated and McGill will conduct fieldwork to evaluate the collection system I/I and evaluate all wastewater treatment facility equipment and structures for needed improvements. This information will then be used in identifying elements for repair or replacement, preparing opinions of probable costs, and developing a comprehensive CIP to address these needs. Once a CIP is completed, the McGill team will prepare a financial analysis of the Town's enterprise fund to determine the revenue requirements needed to support the system operations, maintenance, and capital costs.

Finally, an asset management plan will be developed to provide Town staff with a guidance document in proactive maintenance activities and a standard operating procedure (SOP) in addition to the benefits of a prioritized CIP.

To accomplish this scope of work, McGill will follow a methodical set of tasks to meet the Town's needs and expectations. Those tasks are outlined as follows:

- Review previous reports and studies pertinent to the system
- Visit the facilities and interview operations staff and related management staff to determine past and current issues with operations, processes, and equipment
- Discuss anticipated rules and regulations, as well as how they may affect the system
- Review inventory of pump stations' and sewer lines' horizontal and vertical components
- Review collection system mapping, considering pipe sizing, materials, age, condition, and importance
- Prepare targeted locations for collection system flow monitoring to assist in isolation of I/I
  - Perform flow monitoring during wet and dry weather conditions to best identify the areas of highest I/I
- Complete a selected series of video inspections of sewer segments — once I/I areas have been

- prioritized — to identify specific, needed repairs
- Assess each identified infrastructure asset to determine a proposed condition, critical nature to the overall system operations, and need for replacement
- Evaluate the criticality of infrastructure using a scoring matrix that incorporates a predetermined factoring system to determine the need and schedule for implementation
- Prepare replacement cost estimates for identified improvements
- Review costs with staff, along with priority scoring
- Incorporate planned projects and replacements into a ten-year CIP
- Analyze past three years of enterprise fund audits and establish a historical pattern for revenues and expenditures, along with the current budget year
- Prepare a financial model, building on the historical data, to predict changes in the existing customer revenue and growth in existing operations and maintenance costs (this model will then utilize the planned capital improvements and assumed debt versus cash funding of improvements to predict needed rate adjustments to maintain a positive cash flow and fund balance)
- Assemble the full asset inventory and asset assessment into a complete AMP document with the CIP and revenue analysis and O&M plan
- Provide a report summary of findings and recommendations



### Technical Expertise

Our talented design professionals possess the technical skills to tackle your project challenges.



### Project Management Skills

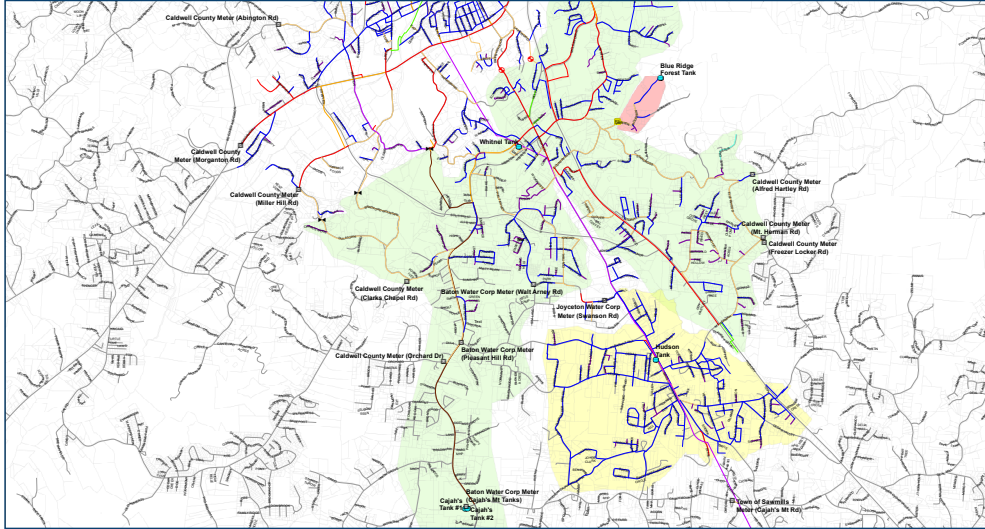
Our highly trained managers use Deltek Vision software and a spreadsheet-driven procedure to track progress relative to scope and schedule.



### Open Communication

Regular and consistent communication between the consultant, client, and stakeholders is critical for project success. We are committed to listening to you.

# 04 | Project Experience



## Client Reference

Radford Thomas  
Public Utilities  
Director  
828.757.2200

## Project Highlights

- Mapping
- Capital improvements plan
- Water modeling
- Flow testing

## Water and Sewer AIAs

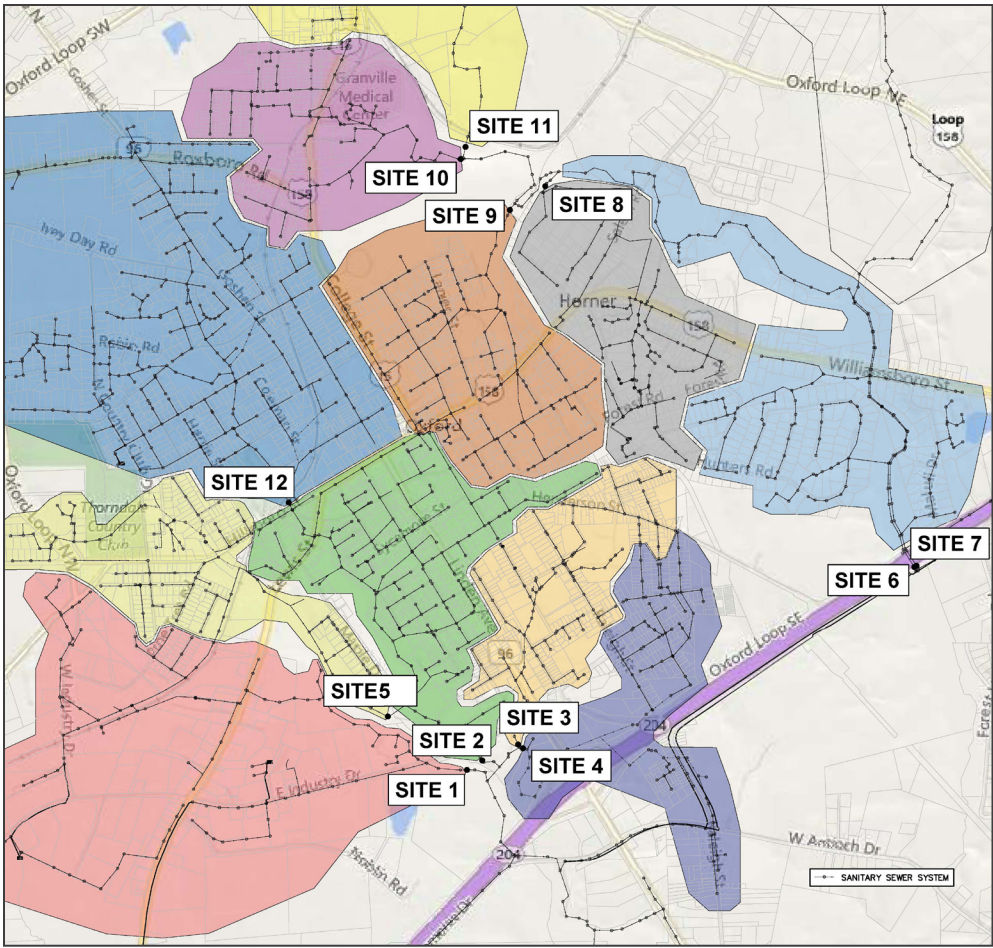
### City of Lenoir

McGill performed an inventory and assessment of the City of Lenoir's water distribution system. This AIA project helped identify system deficiencies and prioritize capital improvement projects that will provide the most benefit.

**Water AIA:** This effort addressed two main areas of concern with the condition of aging pipes and facilities. First, the conditions of water lines were evaluated through mapping, physical inventory updates, and hydraulic modeling. Hydraulic distribution network modeling is necessary in urban areas where limited mapping is available, aged infrastructure exists, and physical inspection of lines is cost prohibitive. The model calibration allowed line sizes and pipe hydraulic conditions to be approximated, digitally, based on strategic static and dynamic flow testing. Second, the mapping and hydraulic modeling updates helped to identify water transfers between pressure zones to reduce inefficiencies. This system mapping and hydraulic model was used to identify system deficiencies and develop improvements projects, as needed. The improvements projects and budget costs were subsequently programmed into the ten-year CIP.

**Sewer AIA:** This effort involved identifying areas with excessive I/I and addressing the condition of aging and failing sewers. As with older sewer systems, I/I was problematic in the City's system over the years, particularly in times of higher rainfall. The wastewater treatment plants experienced large peak flows, due to wet weather events, that resulted in past treatment issues. The project included an inventory of the City's existing sewer system by updating the current GIS mapping and assessing the condition of the sewer system, pump stations, and critical manholes. McGill aided in evaluating, identifying, and prioritizing sewer replacements and upgrades, and updating the ten-year CIP.





**Client Reference**

Amy Ratliff, PE  
 City Engineer  
 919.603.1113

**Project Highlights**

- Inspections
- Water modeling
- Smoke testing



# Water and Sewer AIAs

## City of Oxford

McGill performed AIAs of the City of Oxford’s wastewater collection and water distribution systems.

**Water AIA:** As a part of the study, McGill updated the water system hydraulic model (along with field testing and calibration) to reflect existing conditions, in addition to modeling proposed system improvements that are being recommended as a part of the study. The study also developed a unidirectional flushing program for system maintenance. An AWWA-format water audit was prepared to evaluate water loss in the system. Our team identified water system improvements and incorporated them into the water system CIP.

**Sewer AIA:** The project included evaluating Oxford’s existing sewer system, including flow monitoring, smoke testing, video evaluations, assessment of suspect manholes and pump stations, and prioritization of needed system improvements. We incorporated opinions of probable costs for identified improvements into the sewer system CIP. This project was funded by a grant administered through NCDEQ-DWI.

### Client Reference

Charles Brown  
Town Manager  
919.658.9539

### Project Highlights

- Winning over \$250,000 in AIA grants
- Grant application assistance
- CIP development
- AMP development
- Smoke testing
- Mapping
- Water modeling



## Water and Sewer AIAs

### Town of Mount Olive

McGill assisted the Town of Mount Olive with grant applications, resulting in the award of \$254,000 in AIA grants to the Town. McGill was subsequently retained to perform the assessments, which included:

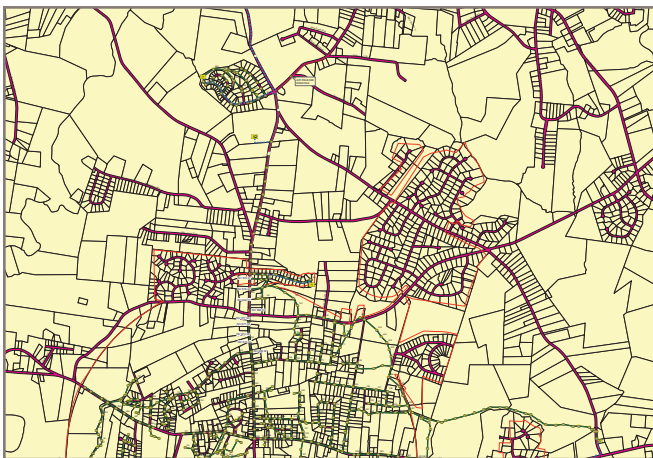
- Selecting and purchasing asset management software
- Developing base mapping for the Town's water and sewer systems
- Populating the mapping with attributes, based on field inventories of the existing assets
- Installing temporary flow meters within select drainage basins that have the highest levels of I/I
- Performing a condition assessment of the sewer system using video inspections, smoke testing, manhole assessments, and lift station inspections
- Performing hydrant testing with Town staff to quantify existing flows and low-pressure areas
- Generating a hydraulic model of the system using WaterCAD software
- Performing a risk analysis to determine which components of the system were close to failure
- Utilizing the information to update the Town's CIP and develop an AMP

These projects are critical to the Town's ability to provide safe and reliable water and sewer service to its customers for the future.

# 05 | Past Work with the Town

## Wastewater System Familiarity

McGill has a full understanding of the scope of this project as the preparers of the Town's NCDEQ grant applications. Based on our review of the Town's mapping system, mapping improvements can be achieved for both its water and sewer systems. Our team will build upon the current mapping information to increase system knowledge and also enhance infrastructure attribute information to a GIS dataset to make the information more readily available to Town staff. The Town struggles with cataloging the existing condition assessment of the system. Outside of known problem areas or replacement projects identified in the CIP, the general condition of the sewer system is not cataloged. The AIA project will improve documented knowledge of the sewer system. Finally, the Town is not achieving the full benefit of its investment in asset management software (Asset Essentials by Brightly). McGill has worked on similar projects using this software system.



Boiling Springs Sewer System Map

## Past Work with the Town

McGill has a history of obtaining grant funding for the Town and following through to completion of the proposed projects. McGill's land planning and recreation team has worked with the Town since 2016, including developing a site-specific master plan; preparing a PARTF grant application; and providing design engineering, bidding phase services, and construction administration for improvements to Community Park.

Currently, the land planning team and recreation team — along with McGill's water and wastewater team — is working on streetscape improvements for South Main Street from College Avenue to Branch Avenue. This project includes the redesign of the street to create 11-foot drive aisles, parallel parking on the East side, a 12-foot multiuse path, and water and sanitary sewer pipe replacement. McGill is providing surveying, design engineering, and bidding phase services for this project.



Community Park Site Plan, Town of Boiling Springs



**McGill Associates, PA**

1240 19th Street Lane NW, Hickory, NC 28601

828.328.2024 | [mcgillassociates.com](http://mcgillassociates.com)



THE TOWN OF  
**BOILING SPRINGS**  
NORTH CAROLINA

**THE TOWN OF BOILING SPRINGS, NC  
TOWN COUNCIL ORDINANCE #221004.03**

***NOW, THEREFORE, BE IT HEREBY ORDAINED*** by the Town Council of the Town of Boiling Springs, NC that Chapter 52 solid waste of the code of ordinances is, be and is hereby amended as follows:

**Section 1.**

**Sec. 52.609. Animals on public streets, public sidewalks, and property in the town.**

- (a) It shall be unlawful to ride, drive or lead any horse, cow, or other hoofed animals on any public sidewalk ~~or public street. Exceptions may be made by special permit approved by the town Manager or designee for carnivals, parades, or other special events permitted by the Town of Boiling Springs.~~
- (b) It shall be unlawful for any person to ride, drive, or lead any horse, cow, or other hoofed animals upon property in the town, without the consent of the owner.
- (c) Any person owning, harboring, walking, riding, in possession of or in charge of any animal which defecates on public property, public park property, public right-of-way or any private property without the permission of the private property owner, shall remove all feces immediately after it is deposited by the animal. All feces removed in accordance with this section shall be placed in a suitable bag or other container that closes and disposed of in a lawful manner.

( Ord. No. 20200804.01 , pt. 1, 8-4-22)

**Section 2.** This ordinance shall become effective upon its adoption and approval.

**ADOPTED AND APPROVED this the 4th day of October 2022.**

X

\_\_\_\_\_  
Daniel Thomas  
Mayor

Attest:

X

\_\_\_\_\_  
Noah Saldo  
Town Clerk



THE TOWN OF  
**BOILING SPRINGS**  
 ONE TOWN • ONE UNIVERSITY • ONE COMMUNITY

## MAPS GROUP – PAY STUDY PRESENTATION

### **Options to Proceed:**

1. Approve the pay study plan recommendations for the \_\_\_% increase recommended in the MAPS Group salary study and instruct staff to prepare the necessary budget amendment reflecting the increase. The new rates effective October 1st
2. Table and take no action

*MAPS and Town Manager recommend 1/2% increase*

### SUMMARY

Ms. Cheryl Brown from the MAPS Group has spent the last several months interviewing staff and compiling job descriptions and pay information from surrounding jurisdictions (listed in Pay Plan Recommendations document). The methodology used for comparisons and calculations is outlined in their supporting documents. They evaluated the tasks that Boiling Springs employees perform and compared those to descriptions from other towns. Subsequently, she updated our job descriptions and then presented recommendations to bring those pay grades in line with comparable jurisdictions.

It's an important point to note that the recommendations presented are based on the tasks performed in the role and the pay is based on the same. *The new scale and any changes in pay to certain positions or departments are **not** based on the employee and their performance, they are based on the job and its functions.* The recommendations for employee salaries are adjusted to at least the hiring rate of the new range and at least to the minimum of the range if the employee has passed probation. In addition, employees are moved within the range based on a percentage per year of service in their current position.

MAPS has provided two recommendations. One is 1/2% per year of service and the other is 3/4% per year of service. Both MAPS and the Town Manager recommend 1/2% per year of service. The initial cost to implement these changes for one full year would be \$83,449. Making it effective on October 1<sup>st</sup> would impact the FY 22-23 budget by \$62,587. Boiling Springs has received our second tranche of ARPA funds which would cover this cost.

Ms. Brown and the MAPS Group continue to work on revisions to our Personnel Policy. Those updates will be presented in the coming months.

Additionally, and not within the scope of the MAPS Group, staff researched Council pay. The average annual cost for the Mayor, Mayor Pro Tem, and Councilmember positions for Towns our size was \$27,600. The current is \$8,400 annually. On a monthly basis, those rates were \$500 for the Mayor, \$400 for the Mayor Pro Tem and \$350 for Councilmembers. The current rates are \$200 for Mayor and \$100 for Council.



THE TOWN OF  
**BOILING SPRINGS**  
ONE TOWN • ONE UNIVERSITY • ONE COMMUNITY

## MATERIALS PROVIDED

- **MAPS Group**
  - **Position Summary Report**
  - **Pay Plan Recommendations**
  - **Grade/Salary Schedule**

**MAPS GROUP  
SUMMARY REPORT**



## **SUMMARY REPORT TOWN OF BOILING SPRINGS**

Following are narrative thumbnail sketches of jobs by department with the departments in alphabetical order. Each sketch contains a synopsis of duties, recommended class title and recommended salary grade. It is important to note that recommended salary grades reflect a new pay plan and the ranges differ from the existing plan.

### **Administration**

Because the Town Manager role is not classified, it is not included in this study. We have provided a separate letter detailing a pay philosophy for the Town Manager role as well as a salary range recommendation. A job description has also been provided for the Council's use.

The Town Clerk performs statutory responsibilities of a municipal clerk, including preparation and preservation of official records including minutes, proclamations, resolutions and ordinances, and safe keeping of the Town seal. The employee attends all official meetings of Town Council and Board of Planning and Adjustment to take minutes, prepare and disseminate minutes, and file and record minutes as required by law; assists citizens with requests for information and concerns; approves and signs official documents; coordinates the preparation of the agenda, materials and meeting packets with the Town Manager; prepares and posts meeting notices and advertisements; provides administrative support to the Manager, Mayor and Council members; performs records management, file maintenance and report generation; coordinates updates and codification of the Code of Ordinances; executes legal documents; has begun to work with the Town Manager to obtain, monitor, and report on grants made to the Town; assists code enforcement with ABC permits; fills in, when needed, at the Town Hall Receptionist/Utility Billing desk; and assists with maintenance of the Town of Boiling Springs website. The employee also serves as Human Resources Officer for the Town and coordinates benefits administration, maintains payroll and personnel records and files and coordinates workers' compensation and property and liability insurances. The employee performs research and ensures the Town is in compliance with employment laws and regulations; administers the employee benefits program, researches benefit options, serves as liaison with benefit vendors, and works with employees to resolve coverage questions; processes new hire paperwork; and establishes and maintains personnel records and databases and related forms. The role requires strong knowledge of municipal laws and regulations regarding meeting advertisements, preservation of official records, Town services, office technology, and general municipal government operations as well as knowledge of federal and state statutes relating to human resources practices. Requires considerable judgment and confidentiality in dealing with sensitive and confidential issues. Recommend retaining the classification of Town Clerk with assignment to salary grade 16. Additionally, the position should be classified as non-exempt under the FLSA.

The Finance Director performs a wide variety of responsible administrative and fiscal work. The employee is responsible for the general ledger and budgetary accounting; accounts payable and receivable and invoice coding; financial planning; bank reconciliation and analysis; pre-auditing contracts; coordinating the annual audit; preparing and processing payroll and paying payroll taxes, retirement, and 401(k); preparing monthly, quarterly, and yearly payroll reports; preparing quarterly financial statements for the Board; ARPA reporting and maintaining records; serving as pcard and fuel card administrator; purchasing, including generating, closing and verifying all information related to purchase orders; signing checks; balancing and posting all cash receipts

for the month; debt financing; investments; serving as the Ex-Officio Finance Director for the Boiling Springs Tourism Development Authority, attending monthly meetings, preparing the budget, preparing the bank reconciliation, preparing the financials, and writing checks, as needed; and utility billing and collection. The Director supervises the Utility Billing Clerk and assists with questions and requests in resolving customer complaints or concerns and payment and penalty issues. The employee provides considerable assistance to the Town Manager in the development and administration of the operating and capital budgets, budget forecasting, revenue estimates, fee schedules, expenditures, etc.; performs significant financial reporting; and develops a variety of fiscal policies and procedures and effective systems of internal control. The employee also prepares and presents financial reports to the Town Council and advises the Town Manager and Council on a variety of management and fiscal issues. The role requires strong professional knowledge of public finance and budget administration, financial technology packages and spreadsheets for analysis. The role also requires considerable judgement in dealing with sensitive and confidential issues. Recommend retaining the classification of Finance Director with assignment to salary grade 23.

The Utility Billing Clerk is responsible for the day-to-day operations of the Town's billing and collection function and serves as the primary contact for the public calling or entering Town Hall. Work involves maintaining the accounts, generating and processing billing, collecting on accounts, preparing and reconciling a variety of reports, and ensuring that the billing and collection rules and procedures as set by Town Council and Town Management are followed. The employee monitors the billing cycle and ensures that all records are submitted within established deadlines; creates a meter reading batch file, transmits to the Meter Technicians for reading, and imports readings to be used for billing; proofs meter readings to determine if readings fall within patterns and expectations and if not, requests re-reads; examines the utility billing edit, looks for errors, and makes determination if ready for printing and mailing; and prepares and mails bills. The employee also opens up new utility accounts and ensures proper initial meter readings are entered; enters bank draft information; takes a variety of payments by mail, in-person and through the drop box including utility bills, zoning permits, park shelter rentals, etc.; assists customers with questions on bills; makes leak adjustments within established guidelines; prepares and makes deposits; takes applications for new taps, notifies Public Works, and sets up the accounts in the system; creates and updates work orders for turn-ons, turn-offs, re-reads, leak checks, etc.; works with citizens with complaints and questions about bills and payment options; manages the list of cut-offs and provides to field personnel to execute; closes out accounts, and prepares and mails final bills. Work requires knowledge of Town collection and billing policies and procedures and skill in dealing with the public and conflict resolution. Recommend the new classification of Utility Billing Specialist with assignment to salary grade 8.

One employee currently serves in the classification of Administrative Support Specialist and is responsible for assisting the Town Manager, Finance Department and Public Works Department with a variety of tasks. For the Town Manager, the employee assists with the day-to-day office management tasks and schedules most of the Manager's meetings; serves in the Deputy Town Clerk role when the Town Clerk is out of the office; assists with grant writing and monitoring; assists with the zoning permit process; updates and creates documents such as code enforcement postcards and business cards; prepares and responds to correspondence letters and emails; serves as the liaison between community engagement committees and the Manager; coordinates vendors and volunteers for community events; takes minutes at weekly staff meetings; creates the newsletter; serves as a point of contact for the office; answers incoming calls and directs callers to the appropriate department or takes messages; and orders supplies and makes purchases for needed office items. The employee assists the Finance Department by keying invoices; researching invoices if something doesn't appear correct and contacting

vendors; review reports to ensure keyed information matches active invoices; prints checks; and matches checks and invoices and provides to the Finance Director for signature. The employee assists the Public Works Department by keying work orders; providing coverage for the Utility Billing Clerk when she is at lunch or out of the office; and posting vehicle sales and specs on GovDeals and contacting winning bidders to arrange pickup. Recommend the new classification of Program Support Specialist with assignment to salary grade 10.

**Police**

The Police Department is staffed with eleven sworn full-time employees several part-time employees engaged in patrol and investigations work.

The Police Chief is responsible for the overall management of the department including establishing the policing philosophy, policies and procedures; developing and implementing departmental policies and procedures in concert with industry standards and Town regulations; establishing credibility and partnership with the community; supervising the preparation of periodic reports of crime and accident activity related to enforcement tactics and crime reduction; managing facilities and equipment; restoring order to the community in the event of unrest; overseeing the development of the work schedule and allocation of staffing resources; preparing the departmental budget requests for review and approval by the Town Manager and administering the budget throughout the fiscal year; reviewing documents and reports for quality and thoroughness and making adjustments in enforcement areas; hiring, training, safety, performance coaching and review of staff; disciplining employees; handling grievances; maintaining positive community relations; crime prevention programming; attending public functions; investigating citizen complaints; coordinating with other emergency services and law enforcement agencies; writing, submitting and preparing federal, state and local reports; performing enforcement, calls for service and patrol duties when necessary; and planning special events. The Chief participates in major incidents and responds to the public as needed. Recommend retaining the classification of Police Chief with assignment to salary grade 23.

One employee is currently classified as Police Lieutenant and is responsible for assisting the Police Chief with supervising and managing all activities, functions and personnel in the department. The employee supervises patrol and investigations staff; works a shift as needed and serves on call to respond to serious crimes or issues; works as part of a team in reviewing and recommending employees for hire, training and disciplinary actions and supervises, disciplines and evaluates the work of subordinates; provides performance coaching and mentoring to staff; participates in internal affairs investigations of Officers; reviews all incident reports for accuracy, thoroughness and timeliness; serves evidence custodian, ensuring that all department records, reports and evidence preservation comply with department policies and procedures; acts as Chief of Police in the Chief's absence; participates in developing and implementing departmental goals, objectives, policies, procedures, rules and regulations; and serves as a liaison and/or representative for the Police Chief with county, state, federal, internal and external agencies, officials or boards. The employee also prepares the schedules for the officers, approves leave, and finds part-time employees to cover shifts when officers are out; assists the training coordinator in getting staff signed up for training; conducts background checks on applicants; and performs special projects as assigned by the Police Chief. Recommend retaining the classification of Police Lieutenant with assignment to salary grade 18.

One employee is currently classified as Police Sergeant/Investigator and supervises and participates in the work of the officers on two squads and also serves as the lead investigator in the department. Work includes on-going performance coaching and evaluation for assigned staff.

The Sergeant takes the lead in more difficult incidents; approves paperwork when an Officer makes a felony charge and uploads the paperwork to the DA's Office; and when necessary, participates in the patrol work backing up shift officers to include traffic patrol, responding to citizen complaints, investigating accidents, maintaining security checks for businesses, and related duties. The Sergeant must be able to evaluate situations based on the information available at the time and determine the appropriate course of action. As the lead Investigator, the Sergeant is responsible for conducting preliminary and supplemental criminal investigations, including but not limited to investigating misdemeanor and felony crimes; contacting victims and witnesses of crimes; performing limited surveillance of suspects; identifying and processing evidence and crime scenes; taking evidence to the crime lab; obtaining and executing search warrants and arrest warrants; arresting suspects; interviewing suspects, witnesses and victims; testifying in court; coordinating very closely with the DA's Office and maintaining positive relationships with that office; and maintaining careful and detailed case records. Recommend retaining the classification of Police Sergeant/Investigator with assignment to salary grade 16. Additionally, the position should be classified as non-exempt under the FLSA.

Police Officers are assigned to either A Squad or B Squad and work 12-hour rotating shifts and perform a full range of general law enforcement duties, including patrolling state highways and local roads; investigating accidents; enforcing laws and ordinances; building relationships and maintaining a physical presence in the community to deter crime; responding to calls for service; determining best course of action and requesting and coordinating assistance from additional agencies as needed; preparing reports; investigating crimes; interviewing witnesses; collecting evidence; testifying in court; and maintaining equipment. Police Officers may perform initial criminal investigations on their shift before turning more complex investigations over to the Police Sergeant/Investigator, unless it is a major crime and the Sergeant is contacted immediately. Officers may also be requested to serve as a Field Training Officer (FTO) when new employees are added to the force. Recommend retaining the classification of Police Officer with assignment to salary grade 13. Also recommend the Town consider adding a monetary incentive to the pay of Officers serving as FTOs, during the time they are serving in the role.

One Officer is currently classified as Code Enforcement Officer and is also a BLET certified law enforcement officer. The employee performs the role of Code Enforcement Officer along with performing duties of Police Officer and Police Investigator. The employee can be called upon at any time to perform all of the duties listed above for Police Officer. Additionally, this Officer assists the Police Sergeant/Investigator with investing crimes, particularly those involving crimes against children and animal cruelty crimes. As Code Enforcement Officer is employee is responsible for researching codes and ordinances; issuing permits; interpreting, enforcing and providing assistance to the public on zoning matters; enforcing the minimum housing code; enforcing the nuisance ordinance, to include high grass, junk vehicles, unlawful conditions on private property, garbage, debris, etc.; and answering code questions. The employee investigates complaints from citizens, prepares and sends violation letters, coordinates with planning and zoning officials for zoning applications, maintains applications for zoning permits, and coordinates with Public Works to address nuisance complaints from citizens. Working as an Investigator, the employee is responsible for conducting preliminary and supplemental criminal investigations, particularly related to crimes against children and animal cruelty, and also assists the Sergeant with other felony and misdemeanor investigations; contacting victims and witnesses of crimes; performing limited surveillance of suspects; identifying and processing evidence and crime scenes; taking evidence to the crime lab; obtaining and executing search warrants and arrest warrants; arresting suspects; interviewing suspects, witnesses and victims; testifying in court; coordinating very closely with the DA's Office and maintaining positive relationships with that office; and maintaining careful and detailed case records. All facets of the job involve significant public contact and sound

decision making. Recommend the new classification of Police Special Services Officer with assignment to salary grade 14.

One Officer is currently classified as School Resource Officer and is a BLET certified law enforcement officer. The employee performs the role of School Resource Officer along with performing duties of Police Officer and Police Training Coordinator. The employee can be called upon at any time to perform all of the duties listed above for Police Officer. As School Resource Officer, the employee provides law enforcement and police services to two elementary schools in the area. This work involves investigating allegations of criminal incidents; enforcing state and local laws and ordinances; working to prevent juvenile delinquency through close contact and positive relationships with students; working with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary; developing crime prevention programs; conducting security inspections to deter criminal or delinquent activities; and establishing and maintaining a close partnership with school administrators in order to provide for a safe school environment. As the department's Training Coordinator the employee coordinates and/or administers annual mandatory in-service training; monitors certification requirements and expirations and ensures that the officers are completing the State mandated training hours during the year; responds to Officer requests for supplemental training and seeks approval of such from the command staff before registering for classes; maintains and organizes individual officer training records to include certifications and firearms qualification records; and assists in NC Criminal Justice Standards audits of training records. Recommend the new classification of Police Special Services Officer with assignment to salary grade 14.

One employee within the Police Department is currently classified as Park Ranger. The employee spends the majority of his time maintaining the park and greenway, which contains 1,500 acres. This work includes cutting grass, pruning, weed eating, cutting down trees and trimming limbs, and other landscape and park maintenance activities, as well as picking up garbage, cleaning bathrooms, and performing minor carpentry and plumbing work. The employee also performs preventive maintenance and minor repairs on the equipment he uses in the performance of his job, including three all-terrain vehicles, skid steer, lawn mowers, tractors, dump trucks and power tools. The employee also helps to ensure safety at the greenway and provides occasional first aid and rescue response. While not a BLET certified law enforcement officer, the employee enforces park rules by communicating park rules and regulations to patrons and when warranted, issuing civil citations issues for such things as parking violations, alcohol use violations, pet leash violations, and noise violations and can trespass patrons if they are a problem. Work requires the ability to work independently, sound decision making, and the ability to communicate effectively with the public under both positive and negative circumstances. The current classification of Park Ranger can be maintained as the State of North Carolina allows employees to be classified as such even though the employee is not be a sworn law enforcement officer. The employee is a certified first responder and has attended the Park Ranger Institute at the NC Justice Academy. Recommend retaining the classification of Park Ranger with assignment to salary grade 10.

**Public Works Department**

The Public Works Department provides a variety of services to the Town, including minor street maintenance, curb and gutter maintenance, building and grounds maintenance, parks maintenance, solid waste management, leaf and limb pickup, sign maintenance and replacement, water distribution and wastewater collection and wastewater treatment. Meter reading is also performed by Town staff within the department, but the transition to AMR has required less oversight for staff. While employees are allocated specific responsibilities, because of the small

size of the department and the need for employees to assist in areas when additional manpower may be needed, such as in the event of heavy workload or absences, the employees may be pulled to perform most or all of the duties of other positions within the department. This will be noted in the job descriptions.

The Public Works Director plans, organizes and directs the work of employees engaged in providing the Town's public works services. The Director also serves as the Operator in Responsible Charge (ORC) for the water distribution system, backflow and cross connection program, and back up ORC for Land Application of Residuals. The Director is responsible for establishing priorities, goals and deadlines for the various work activities and providing daily direction to the Utilities Supervisor and Wastewater Supervisor. The Director is responsible for overseeing water distribution and sewer collection system maintenance and repair; monitoring water quality testing and reporting requirements for water and wastewater to ensure compliance and for backflow and cross-connection program documentation; preparing and maintaining reports, logs, and other paperwork on a daily, monthly, quarterly and yearly basis as required by governmental and regulatory agencies; managing the Town's fats, oils and grease (FOG) program; overseeing street and storm drainage maintenance and repair; overseeing building and grounds maintenance at Town facilities and the park; overseeing garbage, recycling and yard waste collection; overseeing scheduled maintenance and minor repairs of Town owned equipment used in the work of the Town; monitoring Town contractors and vendors; reviewing construction plans for compliance with Town standards; inspecting construction and repair projects for compliance with Town specifications and contracts; and ensuring that safe, effective and efficient practices are utilized by employees. The Director represents the Town to a wide variety of citizens, contractors, engineers, and State and Federal regulatory officials and is expected to work collaboratively to resolve issues. The Director provides technical advice, assistance and recommendations to the Town Manager on a variety of topics, including policies related to public works and infrastructure maintenance and expansion needs and attends Town Council meetings and makes presentations on behalf of the department and serve as the technical resource. Work also includes serving as administrator for the Asset Essentials work order system, the Temetra water meter reading software, and the NC811 service for the Town; participating in operating and capital budget development and monitoring expenses throughout the year; training, motivation, leadership, conflict resolution and performance coaching of staff; and answering and resolving public concerns. Work requires considerable interpersonal and technical skills and responsibility for crew safety and resolution of public concerns. The employee represents the Town to a wide variety of citizens, contractors, engineers and State and Federal regulatory officials and is expected to work collaboratively to resolve issues and attends Town Council meetings and makes presentations on behalf of the department. Recommend retaining the classification of Public Works Director with assignment to salary grade 23.

One employee serves in the position of Utilities Supervisor and is responsible for supervising and participating in the work of the section, including the installation, maintenance and repair of water lines, including new service connections; meter reading and meter maintenance, both automated and manual re-reads, when necessary; water sampling and state reporting and compliance; and marking of underground utilities. In addition to the broad responsibility for the water distribution system, the employee supervises employees performing residential trash and yard waste collection as well as employees performing facility maintenance, park maintenance, maintenance of all Town maintained grounds and lots, right of way mowing, landscaping, debris removal, street sign maintenance and repair, minor street maintenance (cold patch), and maintenance and repair of all equipment and vehicles used in the performance of the work. The employee creates and may carry out work orders, preventive maintenance schedules, utility locates and other water related tasks. The employee operates a variety of equipment including the back hoe, excavator,

tractor, garbage truck, leaf vac truck, tamper, lawn mower, and other gas powered and manual hand tools. The employee monitors inventory levels and requests additional supplies, as needed. The employee is responsible for record keeping of system maintenance for compliance with State requirements. The employee also serves as the back-up to the Director in the Director's absence; ensures work is performed safely and within guidelines established by Town policy and OSHA regulations; trains employees on work safety protocol and equipment; and addresses and solves conflicts between employees and recommends discipline of employees to the Director, if necessary. The position meets with contractors and observes contractor progress to ensure conformance with contract requirements. The employee responds to citizen requests and concerns and investigates complaints and determines proper resolution. Recommend the new classification of Public Works Supervisor with assignment to salary grade 15.

Two employees currently serve in the classification of Water Operator I. These employees are primarily responsible for operating and maintaining the water distribution system, including making water taps, installing meter boxes, repairing water lines, service lines, valves, fire hydrants, and other utility infrastructure; performing scheduled and emergency operations as needed; electronically reading water meters and performing manual re-reads; cutting off and turning on water service to customers; locating water lines for NC811 tickets; maintaining the grounds and utility easements and rights-of-ways; and operating equipment used in the performance of the work, including mowers, weed eaters, bush hogs, backhoes, excavators, shovels, hand tools, pickup trucks, dump trucks, etc. The employees collect water samples and perform minor laboratory tests. The employees perform minor maintenance and lubrication on equipment used in the work, general custodial and grounds maintenance duties, and other upkeep and maintenance duties as assigned by the supervisor, including assisting with sanitation/solid waste collection, park maintenance, and vehicle and equipment repair and maintenance. Recommend the new classification of Utility Maintenance Technician with assignment to salary grade 8.

One employee in the department currently serves in the classification of General Maintenance Worker. The employee is responsible for maintaining Town rights-of-ways, to include cutting grass, picking up litter, and similar responsibilities, and maintaining the Town park and ballfields, to include cutting grass, edging, spraying, cleaning and restocking bathrooms, removing trash, and maintaining the outfields at the baseball fields. The employee also assists other employees in the department with the pick up and disposal of limbs and brush and the emptying of card board bins at three local businesses. The employee operates a variety of equipment including mowers, tractors, weed eaters and chainsaws. The employee works independently and has regular contact with members of the public, particularly while performing duties at the park. Recommend retaining the classification of General Maintenance Worker with assignment to salary grade 6.

Two employees in the department are currently classified as Sanitation Worker with a third position being vacant at the time of the study. Both employees may also be called upon to assist with other Public Works tasks when needed such as repairing water leaks, repairing roads, etc. The employees work independently and have regular contact with members of the public and must be cautious when operating vehicles on the streets of the Town.

One of these employees drives either a one-armed-bandit or two-sided loader in the mornings to pick up garbage on scheduled routes and then drives the leaf vac truck along the same route in the afternoon to collect leaves and grass from the curbside. The employee performs these same duties each day with the route varying each day of the week. The garbage is taken to the landfill while the leaves and grass are dumped at a site the Town owns. The employee is expected to operate the larger, more complex heavy equipment in street and pedestrian traffic, in tight spaces,

and in other places that require a higher level of skill and competency. Because of the higher level of skill and precision needed to operate the more complex equipment, recommend the new classification of Equipment Operator with assignment to salary grade 8.

The second employee drives a large pickup truck with a dump bed to collect limbs and brush throughout the Town and dumps them when the bed is full. The employee is also responsible for monitoring the community service workers assigned to him during the required community service period and ensuring they perform assigned tasks. The employee is expected to respond courteously to citizens, provide excellent customer service, and be able to learn prescribed collection routes and to travel the routes efficiently and safely while collecting limbs and brush. Recommend the new classification of General Maintenance Worker with assignment to salary grade 6.

One employee is currently classified as Wastewater Supervisor/ORC (Operator in Responsible Charge). The employee oversees all operations associated with the wastewater treatment plant and all aspects of the collection system, to include oversight of the Town of Lattimore's wastewater treatment. The employee serves as ORC of the treatment plant, the collections system, and land application of residuals and as the Pretreatment Coordinator for the Town. The employee supervises and schedules the work of plant personnel, giving instructions on general operating procedures, work duties and work methods; hires, trains, coaches and evaluates staff; oversees and analyzes the treatment processes and interprets laboratory data to maintain maximum efficiencies and to improve treatment techniques; monitors, directs and controls plant processes to meet discharge permit requirements; enters required data for state reporting; prepares annual performance reports for the Town and Lattimore; participates in plant operations and maintenance, as needed or required; and investigates issues related to the plant operation and related environmental legislative and compliance issues. The employee also oversees the collection system and its permit requirements, which includes 7 lift stations in the Town, 7 lift stations in Lattimore, and all of the piping associated with the two systems. The employee schedules maintenance of entrances and rights-of-way; smoke testing, scouring, or jetting of sewer lines; camera and inspection of pipes and scheduling repairs. The employee also oversees the pretreatment program for the Town and performs grease trap inspections, maintains records, and provides educational materials to business owners. The employee takes phone calls from the public with concerns or questions; directs and enforces compliance with all applicable governmental and departmental policies and regulations and safety laws and regulations; keeps required departmental records updated and reviews plant records maintained by subordinates; supervises the installation of new equipment; oversees the safety of personnel by training employees in proper safety procedures; orders chemicals, supplies, and materials as needed for the plant and the lab; and assists regulatory agencies with annual inspections of facilities. Work includes preparing recommendations for the division operating and capital budgets and managing the budget, reviewing and approving expenditures, and locating and purchasing supplies, materials and equipment. Recommend retaining the classification of Wastewater Treatment Plant Supervisor with assignment to salary grade 17.

Two employees are assigned as a Wastewater Operator I at the wastewater treatment plant. The employees are able to perform all of the responsibilities associated with the position, even though one employee is more focused on plant operations while the other employee focuses on the collection system. The employees perform general plant maintenance, grounds maintenance, and custodial tasks; make regular tours of the plant observing for proper operation of engines, generators, pumps, aerators, tanks, filters, clarifiers, etc.; skim grease from the settling tanks; cleans sludge from drying beds; clean bar screens; and check chemical tanks and fill with required chemicals. The employees record readings from meters and instruments; complete daily



worksheets and maintain records of plant operations; regulate and adjust motors, pumps, blowers, valves and other apparatus to meet changing operating conditions; collect samples of wastewater effluent; perform minor laboratory tests; and perform minor maintenance and lubrication on equipment. The employees also make tours of the collection system to check engines, generators, pumps, wet wells, and other equipment for proper functioning; skim grease from wet wells; record readings from meters and instruments and maintain accurate records of system operations; regulate and adjust pumps, valves and other apparatus to meet changing operating conditions. The employees also perform grounds maintenance work and custodial tasks around the lift stations. Finally, employees apply digested sludge to application fields, involving loading and unloading of residuals and transporting them from the plant to the application fields. Recommend the new classification of Wastewater Treatment Plant Operator with assignment to salary grade 9.

One employee currently serves in the classification of Utility Maintenance Worker and assists the Wastewater Operators with a variety of tasks around the wastewater treatment plant as well as at the lift stations. The employee is primarily responsible for mowing, trimming, removing limbs, clearing trees, and other grounds maintenance work along the 30 miles of sewer lines and outfalls in Boiling Springs and Lattimore. The employee also may assist in checking and testing lift station generators and floats and performing preventive maintenance at the stations; ensuring the lift stations are operating properly; collecting water samples at the plant; reading the meter in Lattimore for volume and flow; opening and closing valves; making sewer taps and sewer line repairs; digging trenches; jetting, cameraing, and smoking sewer lines; applying sludge at the land application field utilizing the sludge truck; performing grounds maintenance at the land application field; greasing pumps; repairing manholes and resetting rings or raising them due to concrete failure; and performing equipment maintenance and minor repair on equipment used in the work. Recommend retaining the classification of Utility Maintenance Worker with assignment to salary grade 7.

## **PAY PLAN RECOMMENDATIONS**

## PAY PLAN IMPLEMENTATION

### Overview

We conducted a market survey of minimum and maximum salaries for the selected jobs. Range percentages (the difference between the minimum and maximum of the range) varied as follows:

Bessemer City	50%
Forest City	50%
Gastonia	60%
Kings Mountain	50%
Lincolnton	50%
Rutherfordton	56%
Shelby	52%
Cleveland County	60%
Gaston County	55-65%
Average	52.3%
Boiling Springs Current	65-70%
<b>Boiling Springs Recommended</b>	<b>55%</b>

The salary ranges in the recommended pay table are approximately 55% from hiring to maximum salary. Grades 5% apart have been established. An open range salary schedule has been recommended to provide flexibility in providing in-range salary increases. These ranges provide for employee advancement as a result of increased value to the Town because of increased experience, and as an incentive and reward for increased performance. When annual market adjustments (cost of living adjustments) are made to pay ranges to account for inflation and local labor market changes, the whole table should reflect the adjustment, thus maintaining competitive entry rates of pay. A linked spreadsheet has been provided to the Town to facilitate this process.

Compression. Normally, given the seniority of Town employees, one would expect to find half of the Town’s employees below Midpoint and half above Midpoint. This is essentially the case in the recommended implementation options. By carefully moving employees through the pay ranges, as it has done, the Town has been able to minimize the disadvantages of pay compression. In organizations with pay compression problems, long-term high-performing employees are making the same or nearly the same as short term employees, often causing morale problems and leading to turnover. Secondly, when organizations have a highly qualified employee to hire, it is very difficult to go above the entry salary because long term employees are very close to entry.

### Implementation Strategy

#### Option I:

Employee salaries are adjusted to at least the Hiring Rate of the new range and at least at the Minimum of the range if the employee has passed probation. In addition, employees are moved into the range based on 1/2% per year of service in their current position.

Initial cost to implement Option I	\$83,449 for a full year
Cost as a percentage of payroll	6.6%

**Option II:**

In this option employees are adjusted to at least the Hiring Rate of the new range and at least at the Minimum of the range if the employee has passed probation. In addition, employees are moved into the range based on 3/4% per year of service in their current position.

Initial cost to implement Option II	\$96,760 for a full year
Cost as a percentage of payroll	7.5%

**Recommendations:**

Because of the difference in the cost of the two options presented and the less than average compression among staff salaries, The MAPS Group recommends Option I be considered the desired implementation strategy. Employees should be placed in the new pay ranges effective October 1, 2022 and receive any associated change in pay.

Additionally, it is also recommended that the Town grant market adjustments for its employees. At the time any market adjustment is granted, it is strongly recommended that the Town adjust the pay ranges accordingly to take into account movement of pay ranges at other jurisdictions used for study comparisons. It is important to continue to adjust the pay ranges each year to account for market changes and to stay competitive.

Because the recommendations are based on jobs, not people, we also recommend that the Town Manager have the authority to withhold or delay increases for any individual employee where there are documented disciplinary actions indicating that the employee is not fulfilling job requirements.

**Important Notes:**

1. The costs identified above reflect the annual implementation cost.
2. The costs reflected above represent salary cost only and do not reflect the cost of benefits associated with salaries.
3. The ranges recommended are competitive as of now. Effective July 1, 2023, many of the same organizations we surveyed will adjust their ranges with market adjustments/cost of living adjustments. This means that if the Town does not also adjust the ranges each year, the ranges will fall behind the Town's competition.

Town of Boiling Springs  
List of Classes Arranged by Grade

		<b>FLSA</b>	<b>HIRING</b>	
<b>GRADE</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>RATE</b>	<b>MAXIMUM</b>
6	General Maintenance Worker		30,098	46,652
7	Utility Maintenance Worker		31,603	48,985
8	Equipment Operator		33,183	51,434
	Utility Billing Specialist			
	Utility Maintenance Technician			
9	Wastewater Treatment Plant Operator		34,842	54,005
10	Park Ranger		36,584	56,705
	Program Support Specialist			
11			38,413	59,540
12			40,334	62,518
13	Police Officer		42,351	65,644
14	Police Special Services Officer		44,469	68,927
15	Public Works Supervisor	E	46,692	72,373
16	Police Sergeant/Investigator		49,027	75,992
	Town Clerk			
17	Wastewater Treatment Plant Supervisor	E	51,478	79,791
18	Police Lieutenant	E	54,052	83,781
19				
20			59,593	92,369
21				
22			65,702	101,838
23	Finance Director	E	68,987	106,930
	Police Chief	E		
	Public Works Director	E		
E = Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)				

Town of Boiling Springs  
Salary Schedule  
2022-2023

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
3	26,000	27,300	33,150	40,300	3
4	27,300	28,665	34,808	42,315	4
5	28,665	30,098	36,548	44,431	5
6	30,098	31,603	38,375	46,652	6
7	31,603	33,183	40,294	48,985	7
8	33,183	34,842	42,309	51,434	8
9	34,842	36,584	44,424	54,005	9
10	36,584	38,413	46,645	56,705	10
11	38,413	40,334	48,977	59,540	11
12	40,334	42,351	51,426	62,518	12
13	42,351	44,469	53,998	65,644	13
14	44,469	46,692	56,698	68,927	14
15	46,692	49,027	59,533	72,373	15
16	49,027	51,478	62,510	75,992	16
17	51,478	54,052	65,635	79,791	17
18	54,052	56,755	68,917	83,781	18
19	56,755	59,593	72,363	87,970	19
20	59,593	62,573	75,981	92,369	20
21	62,573	65,702	79,781	96,988	21
22	65,702	68,987	83,770	101,838	22
23	68,987	72,436	87,959	106,930	23
24	72,436	76,058	92,356	112,276	24
25	76,058	79,861	96,974	117,890	25
26	79,861	83,854	101,823	123,785	26
27	83,854	88,047	106,914	129,974	27
28	88,047	92,449	112,260	136,473	28
29	92,449	97,071	117,873	143,296	29
30	97,071	101,925	123,766	150,460	30
31	101,925	107,021	129,955	157,984	31
32	107,021	112,372	136,452	165,883	32
33	112,372	117,991	143,275	174,177	33



THE TOWN OF  
**BOILING SPRINGS**  
 ONE TOWN • ONE UNIVERSITY • ONE COMMUNITY

## TOWN COMMONS WATERLINE PROJECT

### ***Options to Proceed:***

1. Motion to accept the bid from Father & Son Enterprises for option 2 of the Town Commons Drive waterline project and instruct staff to move forward with implementation.
  - a. *Staff and Odom Engineering recommend this option*
2. Motion to table for consideration in November
3. No motion needed to not move forward

## SUMMARY

The budget for FY 22-23 contains \$90,000 for the Town Commons Drive waterline replacement project. This line runs from E. College down Town Commons, past the Common Corner Nutrition shop (yellow building) and into the grassy knoll area in front of the Public Works shop area.

The project was bid out two different ways. Mr. Gibert and Manager Longino discussed doing it this way with our engineer as we had concerns over rising prices. Our preferred option for construction is 'option 2' from Father and Son Enterprises listed in the bid packets that are attached. This was still slightly under budget at \$86,240. It adds a larger line and a fire hydrant outside of the PW area for increased safety and access.

Father and Son Enterprises completed the Boiling Springs Elementary Vault Project and staff was pleased with their work.

## MATERIALS PROVIDED

- **Letter of Recommendation**
- **Bid Tab Option 1**
- **Bid Tab Option 2**

September 28, 2022

Mike Gibert  
Town of Boiling Springs  
114 East College Avenue  
Boiling Springs, NC 28017

RE: Contractor Recommendation for the Town Commons Water Main Replacement (Town of Boiling Springs)

Dear Mike,

Bids were received on Tuesday, September 27, 2022 at 5:00 p.m. via email for the Town Commons Water Main Replacement (Town of Boiling Springs) project. The following are overall bids for the project.

Option 2 bids

	<u>OVERALL BID AMOUNT</u>
• Father and Son Enterprises, LLC	\$86,240.00
• Piedmont Utility Group, Inc.	\$102,764.90
• Marvin Hoyle Construction, Inc.	\$109,186.00
• Sugar hill Contractors, LLC	\$114,400.00

We recommend awarding the contract to Father and Son Enterprises, LLC in the amount of \$ 86,240.00 to complete the project.

Sincerely,



David Odom, P.E.





### BID TABULATION

#### TOWN COMMONS WATER MAIN REPLACEMENT (TOWN OF BOILING SPRINGS) OPTION 1

Bids Received: SEPTEMBER 28, 2022

	DESCRIPTION	QTY	UNIT	MARVIN HOYLE CONSTRUCTION, INC.		FATHER AND SON ENTERPRISES, LLC		PIEDMONT UTILITY GROUP, INC.		SUGARHILL			
				UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
1	MOBILIZATION	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,056.35	\$ 5,056.35	\$ 18,000.00	\$ 18,000.00		
2	TIE TO EXISTING WATERLINE	1	LF	\$ 9,000.00	\$ 9,000.00	\$ 6,000.00	\$ 6,000.00	\$ 10,967.49	\$ 10,967.49	\$ 10,000.00	\$ 10,000.00		
3	3" PVC SDR-21	160	EA	\$ 50.00	\$ 8,000.00	\$ 41.00	\$ 6,560.00	\$ 59.52	\$ 9,523.20	\$ 55.00	\$ 8,800.00		
4	3" GATE VALVE	2	EA	\$ 2,000.00	\$ 4,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,027.05	\$ 2,054.10	\$ 800.00	\$ 1,600.00		
5	3" DIRECTIONAL BORE (HDPE)	320	EA	\$ 97.00	\$ 31,040.00	\$ 100.00	\$ 32,000.00	\$ 43.23	\$ 13,833.60	\$ 125.00	\$ 40,000.00		
6	RECONNECT EXISTING METERS (FIELD VERIFY)	5	EA	\$ 1,500.00	\$ 7,500.00	\$ 800.00	\$ 4,000.00	\$ 593.75	\$ 2,968.75	\$ 1,500.00	\$ 7,500.00		
7	ASPHALT REPAIR	5	EA	\$ 400.00	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ 857.00	\$ 4,375.00	\$ 900.00	\$ 4,500.00		
8	POST TYPE 2 1/8 HYDRANT	1	EA	\$ 4,000.00	\$ 4,000.00	\$ 7,000.00	\$ 7,000.00	\$ 3,156.68	\$ 3,156.68	\$ 3,500.00	\$ 3,500.00		
9	CUT & PLUG EXISTING	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,687.50	\$ 3,687.50	\$ 8,500.00	\$ 8,500.00		
10	FITTINGS	200	LBS	\$ 6.00	\$ 1,200.00	\$ 10.00	\$ 2,000.00	\$ 0.01	\$ 2.00	\$ 15.00	\$ 3,000.00		
					\$76,740.00		\$70,560.00		\$55,624.67		\$105,400.00		\$0.00
	<b>SUBTOTAL</b>				\$76,740.00		\$70,560.00		\$55,624.67		\$105,400.00		\$0.00
					\$7,674.00		\$7,056.00		\$5,562.47		\$10,540.00		\$0.00
					<b>\$84,414.00</b>		<b>\$77,616.00</b>		<b>\$61,187.14</b>		<b>\$115,940.00</b>		<b>\$0.00</b>

LOW BIDDER: **PIEDMONT UTILITY GROUP, INC.**



### BID TABULATION

#### TOWN COMMONS WATER MAIN REPLACEMENT (TOWN OF BOILING SPRINGS) OPTION 2

Bids Received: SEPTEMBER 28, 2022

				MARVIN HOYLE CONSTRUCTION, INC.		FATHER AND SON ENTERPRISES, LLC		PIEDMONT UTILITY GROUP, INC.		SUGARHILL			
	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
1	MOBILIZATION	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 6,920.01	\$ 6,920.01	\$ 18,000.00	\$ 18,000.00		
2	TIE TO EXISTING WATERLINE	1	EA	\$ 10,000.00	\$ 10,000.00	\$ 8,500.00	\$ 8,500.00	\$ 7,929.53	\$ 7,929.53	\$ 10,000.00	\$ 10,000.00		
3	6" PVC C900 DR-18	480	LF	\$ 97.00	\$ 46,560.00	\$ 65.00	\$ 31,200.00	\$ 87.40	\$ 41,952.00	\$ 7,500.00	\$ 36,000.00		
4	6" GATE VALVE	2	EA	\$ 2,000.00	\$ 4,000.00	\$ 1,500.00	\$ 3,000.00	\$ 1,462.57	\$ 2,925.14	\$ 1,500.00	\$ 3,000.00		
5	FIRE HYDRANT ASSEMBLY	1	EA	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00	\$ 9,318.96	\$ 9,318.96	\$ 7,500.00	\$ 7,500.00		
6	RECONNECT EXISTING METERS (FIELD VERIFY)	5	EA	\$ 1,500.00	\$ 7,500.00	\$ 800.00	\$ 4,000.00	\$ 650.00	\$ 3,250.00	\$ 1,500.00	\$ 7,500.00		
7	ASPHALT REPAIR	140	SY	\$ 100.00	\$ 14,000.00	\$ 80.00	\$ 11,200.00	\$ 130.00	\$ 18,200.00	\$ 75.00	\$ 10,500.00		
8	CUT & PLUG EXISTING	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,925.00	\$ 2,925.00	\$ 8,500.00	\$ 8,500.00		
9	FITTINGS	200	LB	\$ 6.00	\$ 1,200.00	\$ 10.00	\$ 2,000.00	\$ 0.01	\$ 2.00	\$ 1,500.00	\$ 3,000.00		
					\$99,260.00		\$78,400.00		\$93,422.64		\$104,000.00		\$0.00
	<b>SUBTOTAL</b>				\$99,260.00		\$78,400.00		\$93,422.64		\$104,000.00		\$0.00
	CONTINGENCY (10%)				\$9,926.00		\$7,840.00		\$9,342.26		\$10,400.00		\$0.00
	<b>TOTAL PROJECT BID</b>				<b>\$109,186.00</b>		<b>\$86,240.00</b>		<b>\$102,764.90</b>		<b>\$114,400.00</b>		<b>\$0.00</b>
<b>LOW BIDDER: FATHER AND SON ENTERPRISES, LLC</b>													



THE TOWN OF  
**BOILING SPRINGS**  
ONE TOWN • ONE UNIVERSITY • ONE COMMUNITY

**DOWNTOWN OVERLAY DISTRICT**

**Mayor Action:** Open Public Hearing  
Staff Report  
Comments from Public  
Close Public Hearing

**Options to Proceed:**

1. Motion to adopt the downtown overlay district as presented by staff
2. Motion to adopt the downtown overlay district and exclude parcels 1367 and 1369
3. Motion to table for 30 days for further consideration
4. Other amendments may be made as appropriate

**Staff recommends Option 2**

**Planning Board recommends Option 1**

**SUMMARY**

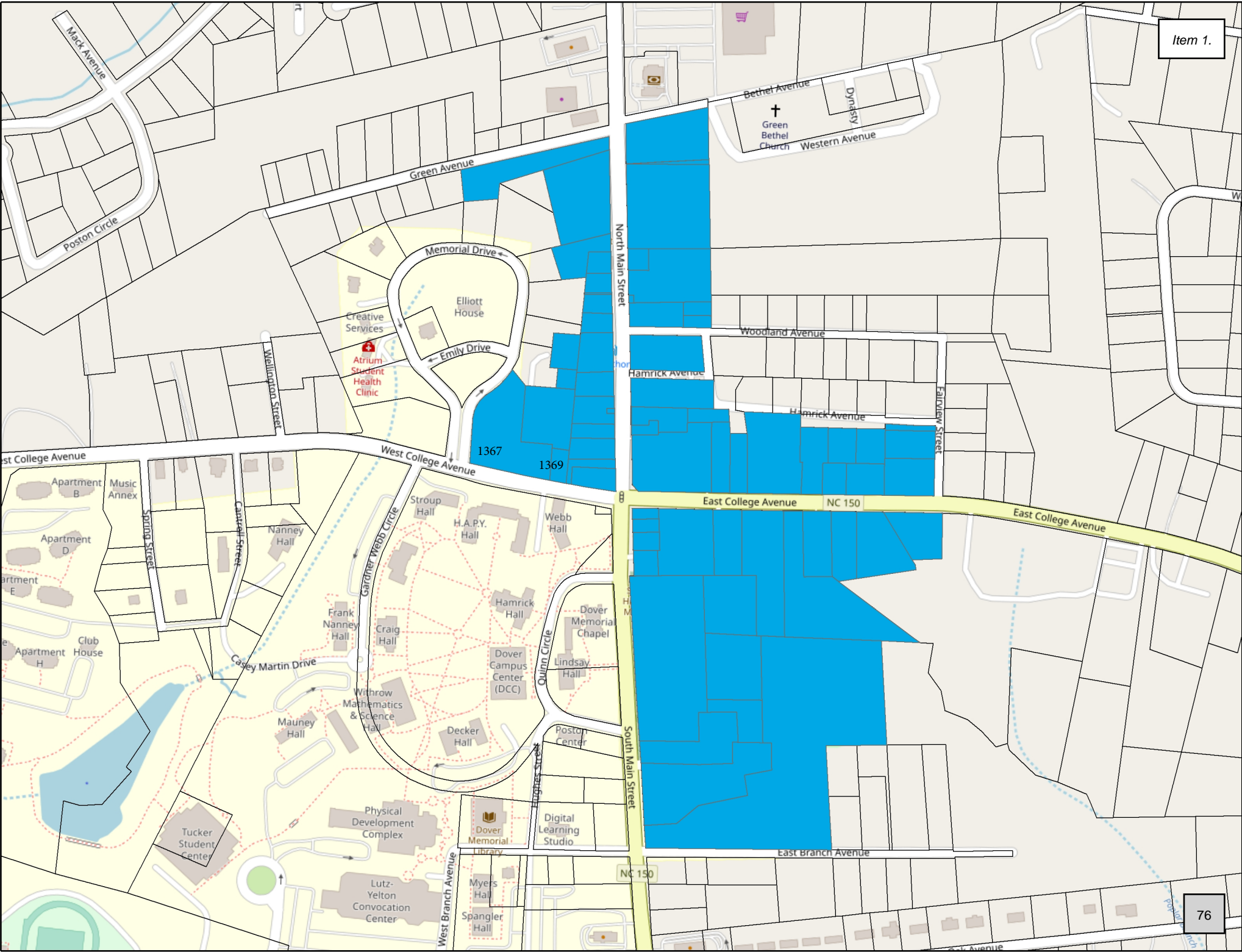
Staff and Benchmark Planning have worked to receive input and refine the borders of the downtown overlay district. Planning Board recommended the areas indicated on the attached maps (north to Bethel Ave/Green Ave, south to East Branch Ave, and west/east from Memorial Dr to Fairview Street).

Benchmark and staff held a community input meeting. Letters were mailed to all property owners within the district and an advertisement went out on social media. The Boiling Springs Fire Department and the Hamrick Sisters were the only attendees. They asked general questions and presented no objections.

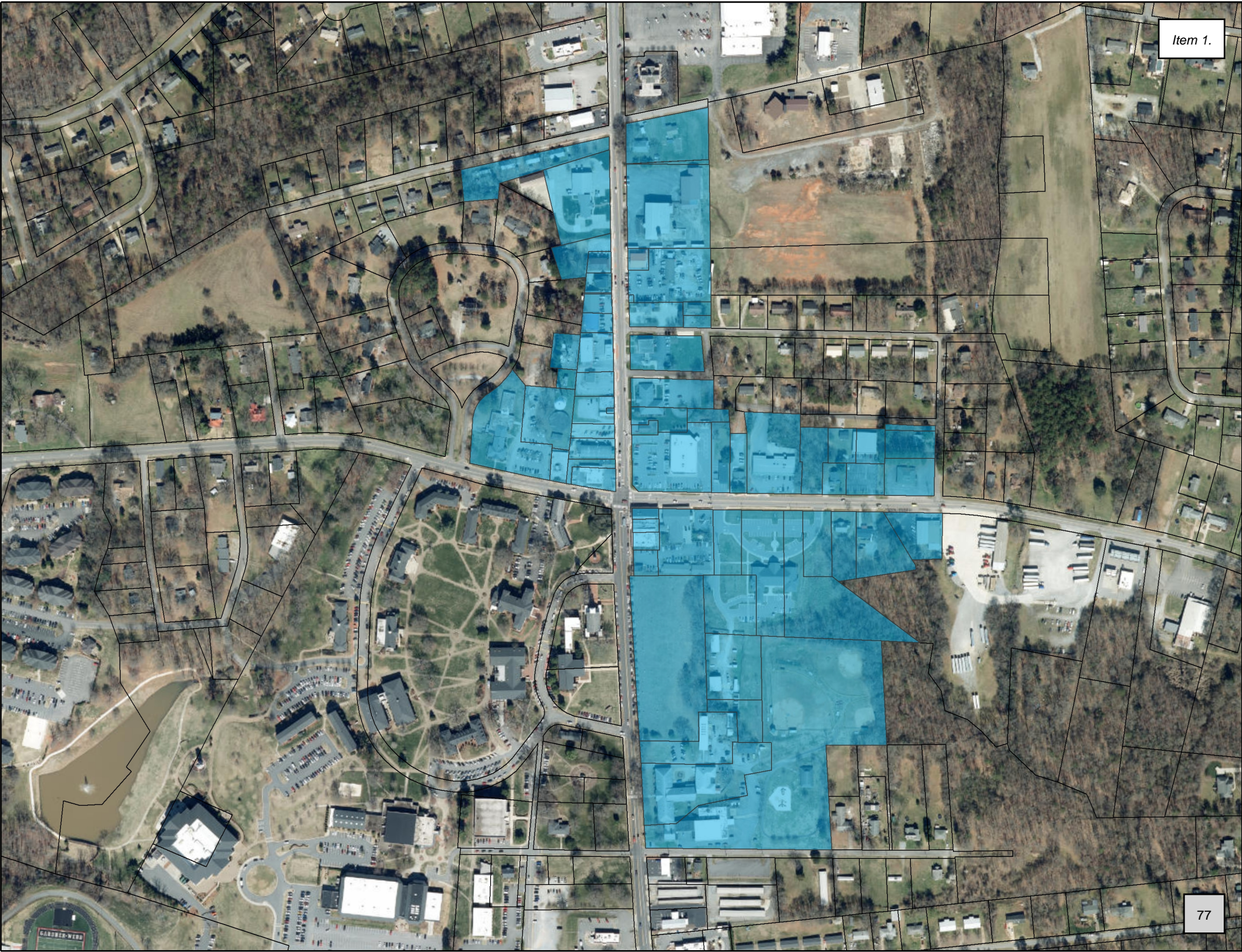
One area to note is the two parcels/buildings behind the post office on W. College. The Washburn and Royster buildings (parcels 1367 and 1369) are owned by Gardner-Webb and are an admissions office and a dormitory, respectively. They do front W. College and are in close proximity to downtown businesses. However, staff recognizes these are university structures and we've *excluded* other GWU buildings from the overlay so Planning Board may wish to recommend excluding these as well. No comment was received as of the writing of this report from GWU regarding these buildings being included.

**MATERIALS PROVIDED**

- **Overlay Maps**



Item 1.





THE TOWN OF  
**BOILING SPRINGS**  
NORTH CAROLINA

**THE TOWN OF BOILING SPRINGS, NC**  
**TOWN COUNCIL ORDINANCE #221004.02**

*WHEREAS*, the Town of Boiling’s Unified development Ordinance Article 10 sets forth the Downtown Design standards and the Downtown Design Overlay District and;

*WHEREAS*, when the Unified Development Ordinance was adopted, it did not provide for a defined area for the Downtown Design Overlay District

*NOW, THEREFORE, BE IT HEREBY ORDAINED* by the Town Council of the Town of Boiling Springs, NC that Article 10, Downtown Design Standards, of the Unified Development Ordinance, be and is hereby amended as follows:

**Section 1.** After 10.1.1 insert 10.1.1.5 Downtown Design overlay District area.

The Downtown overlay design standards shall apply to the areas beginning north on East College Ave at Fairview Street extending Northwest ending at East Branch Ave and Northeast ending at Bethel Ave. and Northeast from West College Ave extending east until Greene Ave.

The Following parcel numbers are included in the Downtown Design Overlay district:

602	71646	1064	1386
601	589	2950	1374
600	590	1062	72168
599	1078	1061	1372
598	1079	1095	1385
597	1083	1096	44664
1111	1077	1097	1371
595	1080	1098	1383
71654	1085	1099	1370
592	1076	1100	1368
46048	1075	44817	1094
594	2952	2986	63729
591	1074	1379	48771
586	1073	1378	1367
44409	1068	1377	1369
585	1071	59178	



THE TOWN OF  
**BOILING SPRINGS**  
NORTH CAROLINA

**Section 2.** This ordinance shall become effective upon its adoption and approval.

**ADOPTED AND APPROVED this the 4th day of October 2022.**

X

---

Daniel Thomas  
Mayor

Attest:

X

---

Noah Saldo  
Town Clerk



**AGENDA ITEM TITLE**

**Mayor Action:** Open Public Hearing  
 Staff Report  
 Comments from Public  
 Close Public Hearing

**Requested Council Action:** Motion to adopt ordinance 221004.01 changing Article 14 of the Unified Development Ordinance.

**SUMMARY**

*Staff sent the previous changes to the auditor and he sent us back one further change that he would like to see. So, that change is incorporated in ordinance 221004.01 and will be added in upon approval.*

In June of this year, the NC Department of Public Safety – Emergency Management division met with Mr. Gibert and Mr. Longino for a Community Assistance Visit. During this visit, they performed a floodplain compliance audit, which consists of a review of our ordinances on floodplains and a presentation on best practices.

Boiling Springs has very little area in flood plains, but we are still required to have ordinances for these areas so that we can participate in the National Flood Insurance Program. The changes to our ordinance were minimal. They included adding in some statutory language about the authority granted to us to enforce these measures, a section for legal provisions, and moving the definitions into Article 14 instead of housing them in an appendix. We were found to be in compliance and the representative we met with made the recommendation that those changes be made. Approval of the ordinance will make those changes and will be submitted to the state.

**MATERIALS PROVIDED**

- **Ordinance 221004.01 showing the changes to the UDO**





**THE TOWN OF BOILING SPRINGS, NC  
TOWN COUNCIL ORDINANCE #221004.01**

**WHEREAS**, the Town of Boiling Springs recently had a Community Assistance Visit from the North Carolina Department of Public Safety – Emergency Management division and;

**WHEREAS**, suggestions to changes were made by the National Flood Insurance Program Community Development Planner for the Western Branch and;

**WHEREAS**, these changes will bring our ordinance enforcement more efficient;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Boiling Springs that Article 14, Flood Damage Prevention, of the Unified Development Ordinance, be and is hereby amended as follows:

*Insert the following after 14.1:*

**14.1.6**

LEGAL STATUS PROVISIONS.

**EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.**

This ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted insert adoption date of the community’s initial Flood Damage Prevention Ordinance as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of Community Name enacted on insert adoption date of the community’s initial Flood Damage Prevention Ordinance, as amended, which are not reenacted herein are repealed.

The date of the initial Flood Damage Prevention Ordinance for County Name County is insert adoption date of the community’s initial Flood Damage Prevention Ordinance.

**EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.**

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.



THE TOWN OF  
**BOILING SPRINGS**  
NORTH CAROLINA

**SEVERABILITY.**

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

**EFFECTIVE DATE.**

This ordinance shall become effective insert upon adoption or a specific date.

**Passed and Adopted this 4<sup>th</sup> day of October 2022.**

**X**

\_\_\_\_\_  
Daniel Thomas  
Mayor

Attest:

**X**

\_\_\_\_\_  
Noah Saldo  
Town Clerk



## RETAIL BUILDING RENDERINGS

### *Options to Proceed:*

1. Motion to instruct staff to form a plan to build and attract tenants
2. Motion to ask Talley & Smith Architecture to adjust the renderings
3. Motion to table for further review
4. Motion to not pursue the buildings in front of Town Hall

## SUMMARY

We have previously discussed the idea presented in the downtown master plan of buildings in front of Town Hall. At the direction of Council, staff approached Talley & Smith Architecture to produce renderings of what this concept might look like in reality. Attached is what they provided.

The Downtown Streetscape Subcommittee reviewed the renderings via email. The designs were well received and met with some questions. No formal recommendation was given.

Staff feels confident we could start to attract potential tenants with the renderings. However, most business owners want a shorter timeframe so we believe efforts for recruitment would be more productive after construction has been approved or started.

We have had several current and potential business owners approach us in the last 6 months. Those conversations, coupled with conversations we have had with a retail recruitment firm, lend themselves to the positive outlook for filling the space. One business has tried to establish themselves in numerous locations in town unsuccessfully. It seems that businesses want to be here but have difficulty finding a suitable location. Additionally, one of the four priorities of our strategic plan is business recruitment, and our Developer Recruitment Packet would serve as a good marketing tool to potential tenants.

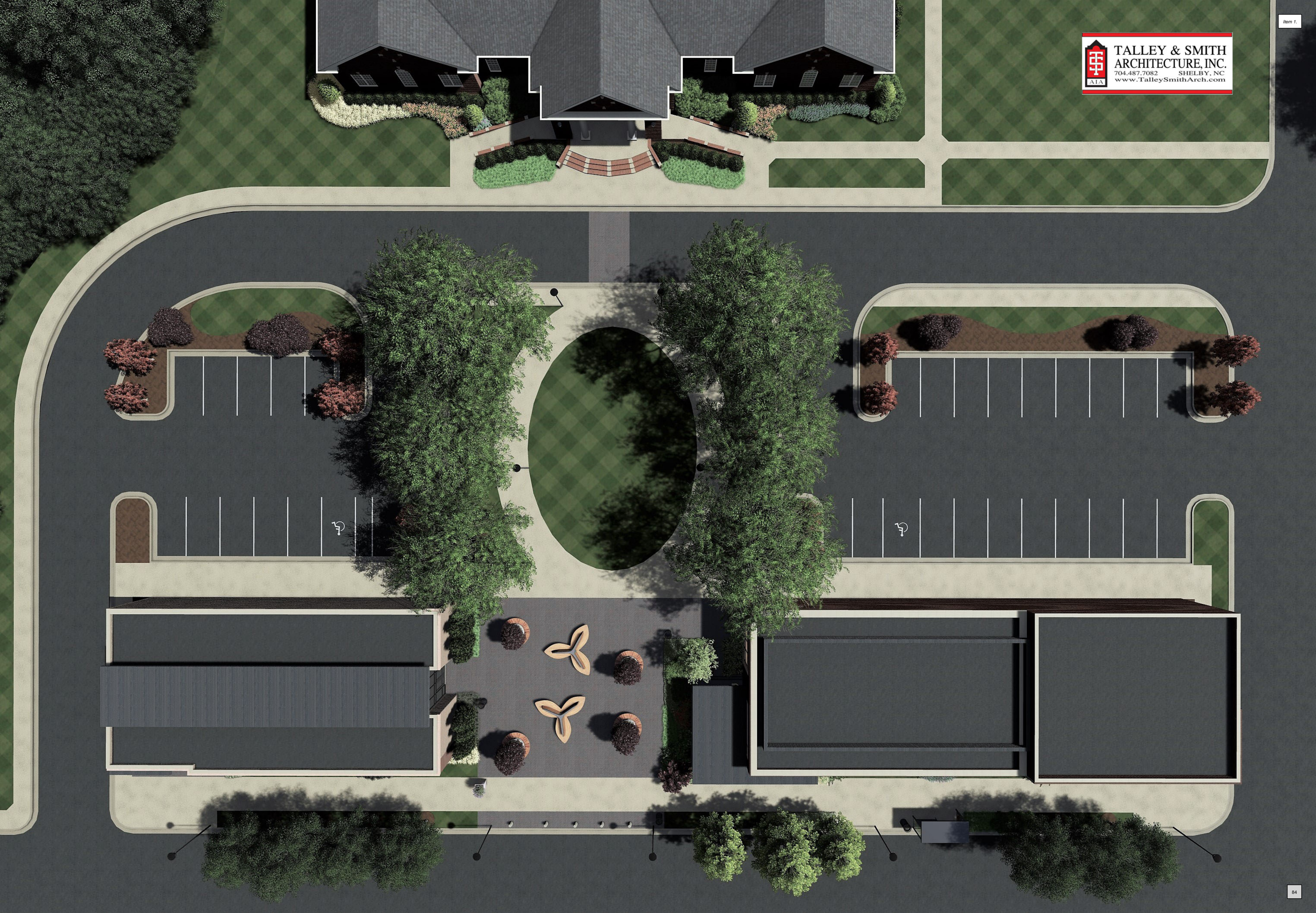
If Council would like to continue to explore the idea, staff would like to form a plan to fund the project and devise a strategy to attract businesses that we could bring back to Council for consideration of the next steps. We have already had a positive conversation with Cleveland County about a potential partnership to construct the buildings. We have also discussed a general recruitment strategy with a retail recruitment firm that has worked in the region previously.

## MATERIALS PROVIDED

- **Renderings**



**TALLEY & SMITH**  
**ARCHITECTURE, INC.**  
704.487.7082 SHELBY, NC  
www.TalleySmithArch.com





















## PUBLIC WORKS VEHICLE

Staff is seeking a consensus on how to proceed

## SUMMARY

A couple of months ago, Council voted to surplus a Public Works Ford pick-up truck with a utility bed. We listed it on GovDeals and received bids up to \$10,251. The reserve price was not met, so we did not release the vehicle.

During the time it was up for auction, we had conversations with the Broad River Greenway about their need for a new vehicle for the Park Ranger. The truck would be a good fit for them so we also had a conversation with the County as they have previously provided vehicles to the Greenway. The County has been searching for a surplus vehicle of theirs or for other alternatives, but with the shortage of vehicles these days, they have not found a replacement.

The County is open to figuring out a way to convey this vehicle to the Greenway without the Town losing \$10k. We have not refined what that would look like (i.e. how the cost of the vehicle would be reimbursed, split, or otherwise conveyed), but if Council is open to exploring this alternative we will figure out something more concrete and bring that back for your approval.

If Council wishes to still sell the vehicle at auction, we will relist and sell to the highest bidder.

## MATERIALS PROVIDED

- **None**



## PET WASTE STATIONS

Staff seeks feedback on placing 2 pet waste stations near sidewalks in town

## SUMMARY

Pet waste is often an issue near and around our sidewalk network in town. Staff has looked at options for pet waste stations to help with this issue. We've found an option that provides bags for pet owners to collect waste. It includes the dispenser, post, and sign (see attached). Staff recommends an option without a waste can so there's no additional removal required for employees. Pet owners *should* be carrying their own waste collection bags and disposing of them on their own already. We hope this solution will be a good compromise for pet owners.

We would look at placing these north of downtown (between Homestead Ave and High Point neighborhood) and south near the Old Town Hall. There is already one station at the park.

## MATERIALS PROVIDED

- **Pet Waste Station Quote**



Home / DOG WASTE STATIONS / Mini Dog Waste Station (no can)

- AWESOME STATION DEALS
- DOG WASTE BAGS
- DOG WASTE STATIONS
- DOG BAG DISPENSERS
- CAN LINERS & CANS
- POST, KEYS, SIGNS & PARTS
- DOG PARK EQUIPMENT ▼
- Dog Park Furnishings
- Dog Friendly Lawn Signs
- USA Flags, State Flags & Poles ▼
- Aluminum Signs
- Flags- Outdoor Marketing ▼
- Benches, Grills, Smokers Stations and More
- Balloon Clusters -NO HELIUM!
- DOOR MATS
- Leasing Tools
- Latex Balloons
- Lawn Bandit Signs ▼
- Parking Permits
- Patriotic
- Pool Signs & Passes
- Health, Safety & Cleaning



## Mini Dog Waste Station (no can)

**\$169.99**

SKU: Depot-007-GRN

### Quantity Discounts

Quantity	Price Each	Savings
1 - 4	\$ 169.99	
5 - 9	\$ 165.99	2 %
10 - 20	\$ 161.99	5 %
21 +	\$ 144.99	15 %

\* Type Of Dispenser:

Roll Bag System (Most Popular) ▼

\* Station Color:

Matte Green (Most Popular) ▼

\* Add Solar Light:

No, do not add Solar Light ▼

Quantity: < **1** >

**ADD TO CART**



### OVERVIEW

#### PRODUCT DESCRIPTION

Mini Dog Waste Station (no can)

**#1 Selling MINI Dog Station - Best Choice. Best Value.**

**Perfect for locations with a nearby trash container. Choose Bag Type and Color.**

**Includes Everything:**  
**SIGN -high visibility**

We use cookies (and other similar technologies) to collect data to improve your shopping experience. By using our website, you're agreeing to the collection of data as described in our [Privacy Policy](#).

Settings

Reject all

Accept All Cookies

SHOP

- ONEpul® BAG:** Header bags with pull strap
- MittN BAG:** Header bags with bottom gusset 'mitten'
- TIE-HANDLE BAG:** Jumbo roll with 'tie-handles'
- TISSUE-STYLE BAG:** Bags with 'tie-handles' in packets dispensed 'tissue box' style
- EZ-TIE HANGING BAG:** Tie-handle bags hang from center tab on single dispenser prong

Choose Color: **Matte Green** or Matte Black

**Order Today! Ships Today! ALWAYS FREE SHIPPING!**

Quality Materials that last. Stations are made with Powder Coated, Rust-Free Aluminum to withstand weather. Galvanized, square, steel posts are the same heavy duty, commercial posts used by municipalities. They won't bend or twist in the wind. **5-Year Warranty. Best Choice. Best Value.**

**YOU MAY ALSO LIKE** **RECOMMENDED** <>

<b>\$279.99</b>	<b>\$74.47</b>	<b>\$97.99</b>	<b>\$269.99</b>	<b>\$87.99</b>
<a href="#">CHOOSE OPTIONS</a>	<a href="#">CHOOSE OPTIONS</a>	<a href="#">CHOOSE OPTIONS</a>	<a href="#">CHOOSE OPTIONS</a>	<a href="#">CHOOSE OPTIO</a>



**CONTACT US**

Dog Waste Depot  
12316 World Trade Drive  
San Diego, CA 92128  
800-678-1612

**ACCOUNTS & ORDERS**

- Login or Sign Up
- Order Status
- Shipping & Returns

**NAVIGATE**

- About You
- About Us
- FAQs
- FREE SHIPPING & Return Policy
- W9 & COI
- Dog Waste Guide
- Privacy Policy
- Catalog
- Installation Instructions
- FTC Green Guides
- CA Prop 65

**JOIN OUR MAILING LIST**

Sign up for our newsletter to receive specials and up to date product news and releases.



We use cookies (and other similar technologies) to collect data to improve your shopping experience. By using our website, you're agreeing to the collection of data as described in our [Privacy Policy](#).



**DISCUSS CLEVELAND CUP**

Staff seeks consensus on closing Town Hall at 2pm on 10/14

**SUMMARY**

The Cleveland Cup is a 5k race for employees of Cleveland County, Shelby, Kings Mountain, and (for the first time this year) Boiling Springs. This is the 5<sup>th</sup> annual race and it was started as a way to promote healthy activity to the employees of these jurisdictions. The jurisdiction that has the most participation wins the 'Cleveland Cup' and there are various door prizes and other fun elements to the event.

In order to allow all of our staff to participate, the Town Manager would close Town Hall at 2pm on October 14<sup>th</sup> (race starts at 3pm). We'd post this on the door and make posts on the website and social media pages.

Councilmembers are also invited to participate in the 5k or volunteer at the event.

If Council wishes to keep Town Hall open, we will elect a staff member to be present to provide service to residents.

**MATERIALS PROVIDED**

- **Attachments**





## REVERT TO LANDLORD POLICY

Staff requests feedback on a policy that would allow rental properties to be reverted to the landlord when tenants move out.

## SUMMARY

Staff has heard from several property owners / landlords in town that find it difficult to have properties keep utilities 'constantly turned on' when tenants move out. As of right now, the property owner needs to make a new application, pay a new deposit, etc. every time a tenant moves out. Implementing a 'revert to landlord' policy would allow for a commitment from the landlord to cover any expenses incurred between tenants (cleaning, landscaping, etc.)

Staff has found several examples to craft a Boiling Springs-specific policy from that we can move forward with if Council agrees.

## MATERIALS PROVIDED

- **None**



THE TOWN OF  
**BOILING SPRINGS**  
ONE TOWN • ONE UNIVERSITY • ONE COMMUNITY

**REPORTS**

**TOWN MANAGER | JUSTIN LONGINO**

**COUNCILMEMBER TOMMY GREENE**

**COUNCILMEMBER PATRICK LITTON**

**COUNCILMEMBER CALEB EDWARDS**

**COUNCILMEMBER MARTY THOMAS**

**COUNCILMEMBER TONYA GANTT**

**MAYOR THOMAS**